

Policy: 3.00

Student Code of Conduct

Purpose

To provide fair, consistent, and expeditious resolution of reports of student misconduct.

Definitions

While the College is dedicated to the rights and freedoms afforded individuals, some actions are considered inappropriate in an institution of higher education. The following behaviors are considered violations of the Student Code of Conduct that are subject to disciplinary action and/or referral to appropriate law enforcement agencies.

ACADEMIC DISHONESTY: The primary forms of academic dishonesty are: cheating, plagiarism, collusion and fabrication. Academic dishonesty on the part of any student will result in consequences consistent with those documented in the KCKCC Student Code of Conduct. Students are subject to classroom penalties and conduct sanctions as outlined in the course syllabus and in the Academic Integrity Policy. (KCKCC Academic Integrity, Policy: 2.00) <https://www.kckcc.edu/about/policies-procedures/academic-affairs-policies.html>

ACADEMIC INTEGRITY: Academic Integrity is considered a violation of Student Code of Conduct but covered under a separate college policy.

ACTS OF VIOLENCE (Clear and Present Danger): The Dean of Student Services or designated party may immediately impose an interim suspension in the event that there is a reasonable belief that a student's continued presence on College property, or property leased by the College poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to insure the maintenance of order. A student placed on interim suspension shall be given prompt notice of the charges and an opportunity for an administrative meeting with the Dean of Student Services within 10 days of the imposition of the interim suspension. During the period of interim suspension, the student shall be prohibited from entering property owned or leased by the College at any time, for any reason, unless otherwise approved by the Dean of Student Services. Violation of such shall be grounds for removal from College property and possible trespass charges and expulsion. This shall include the statements by students communicated through the College's computing systems or computing resources, social media or online classes.

ALCOHOLIC BEVERAGES: Kansas State Law prohibits the possession, consumption, unlawful manufacture, distribution, and dispersion of any kind of alcoholic beverage on community college campuses. No student shall consume or possess beer, wine, or any alcoholic beverage on property owned or leased by the College. The College prohibits the consumption of any alcoholic beverages on any College-sponsored trip, event, activity or in student housing. Any student who is under the influence of an alcoholic beverage, or has alcoholic beverage in his/her possession, or who has alcoholic beverage containers in his/her room or trash will receive disciplinary action, possibly be disallowed housing privileges, or may receive the maximum penalty of dismissal from the College.

ASSAULT AND BATTERY: No student shall threaten or commit a physical or sexual assault or battery (including sexual offenses) on another student, faculty, administrator, staff, trustee or visitor. Any actual or threatened interference, including verbal harassment, intimidation, or personal abuse against any member of the college community is prohibited. A student charged with assault or battery on or off campus may face prosecution under criminal statutes and discipline under the Student Code of Conduct. The College reserves the right to pursue disciplinary action even if the criminal justice system does not prosecute.

ASSEMBLY: Individual(s) shall not assemble in a manner that obstructs the free movement of people about any college location or the free and normal use of college buildings and facilities or prevents or disrupts the normal operation of the College. Such assembly is subject to reasonable time, place and manner restrictions.

BOARD OF TRUSTEES OFFICIAL REGULATIONS: No student shall willfully violate any published regulation for student conduct adopted or approved by the Board of Trustees.

BULLYING: No students shall engage in behavior that is intended to cause physical, emotional, or psychological harm to another student at Kansas City Kansas Community College.

Examples of bullying include, but are not limited to the following:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes.
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature.
- Sabotaging or undermining an individual or group's work performance or education experience.
- Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property.
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, social media, website, online chat rooms in a threatening, intimidating, or humiliating manner.

Any individual who feels that he/she has been the victim of bullying, or who witnesses any incident of bullying, should promptly report it to the Dean of Student Services.

Any student found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline up to and including expulsion.

COLLEGE COMPUTING SYSTEMS AND RESOURCES: Computing Systems refers to the College servers that provide access to the Internet, KCKCC websites and email. Computer Resources refers to the hardware and software licenses serviced by the College. **Therefore, no student shall engage in the following:**

- Intentional corruption or misuse of College computer systems.
- Use of systems for illegal or criminal activity.
- The use of College owned and operated computer networks, systems, software and hardware, posting of materials to electronic bulletin boards, chat rooms, mail lists, via conventional e-mail, or other social media outlets used to intimidate, discriminate or create an atmosphere of

- harassment based upon gender, race, religion, ethnic or national origin, age, disability, sexual orientation, sexual identity, or other basis impermissible under the law.
- Fraudulent, defaming, threatening, or obscene e-mail or graphical displays used to harass or intimidate another student, faculty, administrator, staff, trustee or visitor.
 - Using College computing systems to view, post, share or send obscene or pornographic material or material that incites illegal activity.
 - Use of College computing systems for commercial or for-profit activities.
 - Unauthorized use of another person's individual identification and password.
 - The use of group web sites for the publication or distribution of copyrighted material or licensed software.
 - Use of computing facilities to interfere with the normal, day-to day operation of the College.
 - Knowingly spreading malware or viruses.

Access to any computing resource or system may be revoked by the President of the College, or the President's designee, without prior notice.

CONTRACTS: No student shall enter into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

COUNTERFEITING AND ALTERING: No student shall reproduce, misuse and/or steal, forge, alter, copy, tamper with or alter in any way, manner, shape or form, any written record, document or identification, or any form(s) used or maintained by the College. This includes computerized data.

DUMPING AND LITTERING: No student shall deposit or dump litter or dispose of any refuse on any property owned or leased by the College, except in duly designated refuse depositories. All students, faculty, administrators, trustees, staff and visitors are encouraged to place recyclable items in appropriate containers.

ELECTRONIC DEVICES: No student shall use cellular phones or any electronic devices to cause disruption in the classroom, library, or any other area of the College environment. This includes but is not limited to abuse of cellular or other electronic devices as follows:

- Utilizing cellular phones or other electronic devices with photographic capabilities for the purposes or photographing test questions or engaging in other forms of academic misconduct, academic dishonesty or illegal activity is prohibited.
- Photographing individuals in non-public areas such as lavatories, locker rooms , or student housing private areas is prohibited.
- Taking unauthorized photographs of documents is prohibited.
- Utilizing any type of electronic device to photograph, video record, audio record or to make other electronic or digital record of or during course or extracurricular activities is prohibited unless permission is expressly granted by the instructor. When permission is granted, students agree to use such recordings only for personal use and agree not to post such recordings on the Internet or otherwise distribute them. Students needing recordings of lectures for disability related reasons should contact Student Accessibility and Support Service at (913) 288-7664.

FAILURE TO COMPLY: No student shall fail to comply with the directives of College officials acting in the performance of their duties.

FIREARMS, FIREWORKS AND OTHER WEAPONS: Unauthorized possession or use of firearms, (including B-B and pellet guns), fireworks, (cherry bombs, bottle rockets, firecrackers, etc.) and other explosives, dangerous chemicals, and bombs threats and slingshots are prohibited on any KCKCC owned, leased, and operated facilities. (except as described by the Prohibited Weapons Policy, Policy: 4.10) (<https://www.kckcc.edu/about/policies-procedures/business-and-finance-policies.html>)

The possession of a knife six inches in length or over, or one with a blade, which is automatically projected from the handle, is prohibited.

The use of any objects or instruments with the intent of bodily harm on any individual or damage of a building or grounds of College owned, or leased property is prohibited. Because of the danger to persons or property, the act of throwing or dropping anything from the windows or floors is subject to College disciplinary action.

Students identified as responsible for such activity will face serious disciplinary action and/or suspension from the College, as well as court prosecution.

The Kansas City Kansas Community College has a Prohibited Weapons Policy, Policy: 4.10, applicable to all students, staff and guests of KCKCC. All weapons are generally prohibited on KCKCC property except as permitted under the limited circumstances described in the Weapons Policy and under Kansas law.

Please refer to the KCKCC Prohibited Weapons Policy or your Student Handbook for more information. Anyone who witnesses a violation of the KCKCC Prohibited Weapons Policy should contact Campus Police at: 913-288-7636. Violations of federal, state or local laws or KCKCC policies may result in discipline up to and including expulsion from the college, criminal charges and monetary fines for personal injuries and property damage.

FIRE EQUIPMENT: It is illegal under state and federal law to tamper with any kind of fire emergency equipment. This includes pulling or calling in a false alarm, intentionally activating a smoke detector, discharging or removing a fire extinguisher or hose, breaking the safety glass on the fire extinguisher case, or leaving through a locked fire door.

GAMBLING: No student shall engage in any form of gambling, as defined in K.S.A. 21-6403, on property owned or leased by the College. This includes any College sponsored events, trips or activities.

HARASSMENT OR DISCRIMINATION: No student shall engage in harassment or discrimination of another student, faculty, administrator, staff member, trustee or visitor of the College. This includes harassment based upon gender, race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran, or any other status protected by state or federal law or the KCKCC Discrimination and Harassment Policy, Policy: 5.00. (<https://www.kckcc.edu/about/policies-procedures/human-resources-policies.html>)

HAZING: Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into,

affiliation with, or as a condition for continued membership in or association with a group or organization, is prohibited.

IDENTIFICATION/OFFICIAL DIRECTIVES: Upon request of any College official (law enforcement, administrator, faculty, or staff) a student must present current student identification. Failure to follow this or other reasonable directives of KCKCC officials may be grounds for disciplinary action.

ILLEGAL DRUGS: No student shall unlawfully manufacture, distribute, dispense, possess or use a controlled substance as defined by College policies and/or as defined in the Uniform Controlled Substances Act (K.S.A. 654101 and K.S.A. 65-4107 as amended) and other related acts on property owned or leased by KCKCC or during any college-sponsored trip, event or activity either on or off campus. KCKCC Drug & Alcohol Use Policy, Policy: 5.45. (<https://www.kckcc.edu/about/policies-procedures/human-resources-policies.html>)

Illicit drug use within the context of competitive athletics and while enrolled in any of the health professions can compromise the physical well-being and health and safety of the individual and others; therefore, all athletes who practice and compete for athletic teams at KCKCC and all students enrolled in any of the health professions programs at KCKCC will be required to participate in the College's randomized drug-testing program. Specifics of the drug testing procedures, list of drugs tested, and counseling procedures are outlined in the Student Athlete Handbook and in the individual Health Professions Handbook.

MATERIALLY DISRUPTIVE BEHAVIOR: No student shall behave in a manner that is materially disruptive to the learning environment or that endangers or infringes upon the rights and/or safety of other students or any member of the College Community. Any obstruction or disruption of an educational process, administrative process or other functions of the College is prohibited. This includes but is not limited to unwelcome physical contact or violent or threatening conduct which is deemed to be materially disruptive to the educational, administrative or other functions of the College. It is the responsibility of all student to cooperate fully with College Police and provide valid identification upon request.

SEXUAL OFFENSES: Sexual assault and sexual harassment as defined in applicable federal, state or municipal law, or sexual harassment in violation of College's Discrimination and Harassment and Policy and Procedures and/or the Title IX/Sexual Misconduct Procedures and Guidelines will not be tolerated. Sexual assault includes, but is not limited to, rape, acquaintance rape, fondling, incest, statutory rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. Sexual harassment consists of unwelcome sexual advances, such as requests for sexual favors; sexually motivated physical conduct; or other verbal, physical, conduct or communication of a sexual nature. Sexual Harassment may also include stalking. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress. A sexual offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent." (National Incident-Based Reporting System User Manual, FBI). Consent can never be obtained through force, violence, coercion, pressure or intimidation. It can be withdrawn at any time. (KCKCC Discrimination and Harassment Policy, Policy: 5.00. (<https://www.kckcc.edu/about/policies-procedures/human-resources-policies.html>))

SAFETY: No student shall engage in behavior which violates any safety rules of any classroom, laboratory, or other college premises, whether such procedures are written, oral rules or directions. This shall include, but may not be limited to, the wearing of any required personal protective equipment, and the following of prescribed methods and procedures for handling and disposing of certain materials which may be hazardous, unstable, infectious, etc.

SMOKING: The College provides a smoke-free environment. No student shall be allowed to smoke in any enclosed KCKCC owned or operated facilities or college vehicles. Along with tobacco cigarettes, students are not allowed to smoke e-cigarettes as it constitutes disruptive behavior. (KCKCC Smoke and Tobacco – Free Campus, Policy: 1.11.

(<https://www.kckcc.edu/about/policies-procedures/administrative-policies.html>)

THEFT/DAMAGE TO PROPERTY: No person or persons shall engage in the attempted or actual theft of or damage to property belonging to another person or to the College. This includes tampering with coin-operated machines and the abuse of computer usage privileges. No student shall possess or offer for sale any books or property lost by or stolen from another person.

USE OF COLLEGE FACILITIES: No student, guest or community member shall be in college buildings or athletic facilities without proper authorization except during normal hours of operation. Unauthorized use of college facilities is strictly prohibited.

Policy Statement

Kansas City Kansas Community College (KCKCC) is committed to maintaining a safe learning environment for students, faculty, administrators, staff, trustees and visitors. All members of the College community are expected to contribute to a positive campus environment that is conducive to advancing the mission of KCKCC. Each member of the campus community should choose behaviors that contribute towards this end.

It is the responsibility of the College to inform students of their rights and responsibilities, to define standards of behavior, and to assure students of substantive and procedural due process. It is the student's responsibility to be aware of this published and readily available code of conduct. Student's failure to be aware of this published code of conduct does not excuse them from compliance with this policy.

KCKCC sets disciplinary rules and regulations and reserves the right to take disciplinary action against any student who, in the finding of the college administration, has not acted in the best interest of all members of the campus community. This includes any behavioral misconduct that occurs on property owned or leased by the College, as well as where a student resides or occurs at any KCKCC-sponsored trip, event or activity. This includes but is not limited to service-learning trips, internships, externships, clinical or practicum assignments. Students must also abide by all local, state and national laws, and are subject to criminal action for violating such laws. Legal action taken as a result of violations to national, state and local laws does not preclude campus disciplinary action up to and including expulsion from the College.

All students must:

- Treat all staff, faculty, administrators, trustees, visitors and other students with courtesy, respect and dignity.
- Maintain a cooperative and collaborative approach to inter-personal relationship.
- Act honestly and ethically in their dealings with staff, faculty, administrators, trustees, visitors and other students.

- Respect the privacy of staff, faculty, administrators, trustees, visitors and other students.
- Meet all financial obligations to the College.
- Obey all local, state and federal laws and regulations and all Kansas City Kansas Community College policies.
- Always have the College Student Identification card while on College property.
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of staff, faculty, administrators, trustees, visitors and other students to access or use the resources of the College.
- Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of staff, faculty, administrators, trustees, visitors and other students.

Board Approved:12/15/2020

Procedure: 3.00A

Student Code of Conduct

Purpose

Kansas City Kansas Community College Conduct Review Process is implemented to ensure that students charged with a violation of the Student Code of Conduct are treated fairly and afforded their full rights of due process. As this process is implemented by an educational institution, formal rules of evidence and other civil or criminal procedures may not apply. The Dean of Student Services or their designee serves as the Campus Judicial Officer in the conduct review process. The Campus Judicial Officer may issue sanctions based on the preponderance of evidence standard for investigating allegations of sexual harassment or violence.

The following guidelines apply to alleged violations of the Student Code of Conduct.

Written Notice: In accordance with due process, a student has the right to receive notification of all alleged violations of the Student Code of Conduct, along with pertinent details. This notice will include date, time, place of the disciplinary meeting or request for a meeting, and a summary of the allegations. If the student wishes to postpone the meeting, they need to request postponement no later than 48 hours prior to the meeting.

Preparation: A student is given time to prepare for the disciplinary meeting. The meeting shall occur no sooner than seven (7) working days from the time of official notification. This time period may be waived by the Campus Judicial Officer if there are extenuating circumstances.

Review of Testimony and Statements: In order to prepare for the disciplinary meeting, a student has a right to review all testimony presented against that student. The student then has the right to examine all statements made by accusing parties or witnesses, and present witness statements in his/her behalf.

Disciplinary Meeting: The student(s) charged will be given full opportunity to speak on their behalf in a fair and unbiased atmosphere. Although included in the preparation stage, the student may re-examine all statements and documentation describing the allegations brought forth and explain all written statements in his/ her behalf. If requested, the Campus Judicial Officer may interview any individual that the student feels may provide relevant information regarding the allegations.

Presence of an "Advisor": The student may have an advisor present at the disciplinary meeting or any time the student is required to attend a meeting. The role of the advisor is to primarily to support the student. Given that the purpose of the disciplinary meeting is to allow the student to speak on his/her behalf, the advisor's role is limited. Assisting the student in accurately responding to the allegations is allowed, but not to the degree of interrupting or interfering with the disciplinary meeting. Student wishing to have an advisor present must notify the Campus Judicial Officer within 72 hours of the meeting. Kansas City Kansas Community College reserves the right to remove an advisor from the proceeding for intimidating, offensive or disruptive behavior.

Decision Appeals: An appeal of a Campus Judicial Officer's decision may be made to the Vice President of Student Affairs in writing within seven (7) working days after the decision. The reasons for the appeal must be restricted to the basis (reasons) for the decision of the Campus Judicial Officer, or procedural irregularities that occurred prior to, and during, the disciplinary meeting.

Disciplinary Actions:

Charges: The College has the right to request the presence of a student at a disciplinary meeting due to alleged violations of the Student Code of Conduct. Such violation may include behavior which occurs on any KCKCC owned or leased property or college sponsored trip.

Interim Suspension: The College reserves the right to immediately suspend a student(s), and remove that student(s) from property owned or leased by the College, when the student's behavior poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to insure the maintenance of order. At a future date, the student may be allowed to return to campus for a disciplinary meeting to speak on their behalf.

Record: The College reserves the right to record, if necessary, the hearing and keep recorded records on file.

Student Absence: The College reserves the right to hold a disciplinary meeting without the student(s) present or to issue summary judgments if, after proper notice, the student(s) fails to appear at the time of the hearing, if the Judicial Officer is unable to reach the student, or the student(s) waived their right to receive due process.

Prior Restrictions: The College reserves the right to implement any student sanction or restriction of records on an interim basis prior to a hearing where such action is deemed necessary by the Campus Judicial Officer.

Statements of Allegations: The College has the right to review all written statements, and interview witnesses and alleged victims, for the purposes of determining if a violation of the Student Code of Conduct has occurred.

Special Procedures: The College reserves the right to implement reasonable action(s) to protect the rights of either or both the Claimant and Respondent to ensure orderly disciplinary procedures or to prevent potential retaliation.

Sanctions:

The following sanctions may be imposed by the College, and may be enforced for various lengths of time as determined by the Dean of Student Services or his/her designee:

- **Verbal Warning:** An oral statement that a student or group is violating or has violated the Student Code of Conduct, and that further instances of misconduct may result in additional disciplinary action.
- **Written Warning:** A written warning to the student filed with the Campus Judicial Officer noting that further violations may result in additional disciplinary action.
- **Letter of Apology:** A requirement may be made for a formal letter of apology, either public or private, to an individual, an outside agency, or to the College.
- **Restrictions and Requirements:** This sanction may involve specified conditions to be restricted, such as loss of privileges, participation in and/or attendance at college sponsored events, required attendance at a counseling assessment or recommendation for counseling, required additional education/training required community service, or College employment termination.

- Restitution: A full and complete reimbursement for damage, destruction, or misappropriation of the property owned or leased by Kansas City Kansas Community College. This restitution may take the form of appropriate service, financial payment, or other compensation. Failure to make arrangements for restitution within the specified time may result in further sanctions.
- Hold on Student Records: The College reserves the right to place a hold on student records based on behavioral misconduct or failure to pay bills due to the College. Under such conditions, students may be prevented from registering for courses, receiving grades, copying or transferring transcripts, or participating in other campus activities.
- Campus-Wide Probation: This is a serious formal action that a student's behavior has not conformed to the expectations of the academic community. Placement on a probationary status shall be for a specified period of time. Placement on probation includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulations during the designated period of time. Placement on probation may include requirements for other activities or restrictions.
- Team, Club, or Activity Suspension: Students on college sponsored trips are still representing the College and must adhere to the Student Code of Conduct. Coaches, club sponsors, and activity directors may establish and publish rules specific to their team, club, or activity. These specific rules are in addition to the Student Code of Conduct. The Athletic Director may invoke temporary suspension for any athletic team or student(s) who tests positive for drugs during random drug testing. In such cases, written reports must be filed with the Dean of Student Services within three (3) working days. Club sponsors or activity directors may invoke temporary suspension from clubs or activities in accordance with established guidelines. Team, club, or activity suspensions, which exceed two weeks, may lead to cancellation of scholarships as outlined below. Such action must be approved by the Dean of Student Services. In cases where the suspension may affect a student's class grade; the student may appeal the grading decision to the Academic Dean of a Division under established procedures for grade appeals.
- Cancellation of Scholarships: The awarding of institutional scholarships and other types of institutional aid is predicated on the assumption that students are in good standing. In addition, some scholarships carry with them certain behavioral activity expectations. Kansas City Kansas Community College reserves the right to cancel any and all institutional aid as part of any sanction for a violation of the Student Code of Conduct or for lack of fulfillment of activity expectations. Such cancellations must be approved by the Dean of Student Services, appropriate Vice President, or the President.
- Suspension from the College: This is a termination of a student's enrollment in and association with Kansas City Kansas Community College for a specified period of time. A permanent notation is placed on the student's record as recorded in the Office of Student Services and in the Registrar's Office. In cases of serious misconduct leading to suspension, a student's record is placed on hold and may not be copied, transcribed, or transferred for external parties or institutions during the suspension period.
- Expulsion from the College: This is a permanent severance of a student's enrollment in and association with Kansas City Kansas Community College. A permanent notation is on the student's record. The records of expelled students are placed on hold and may not be copied, transcribed, or transferred for external parties or institutions for a period of three (3) years.

If the Dean of Student Services elects to impose disciplinary action against a student, he/she will be informed in writing of the nature and terms of such disciplinary action and will be further advised of the right to appeal the decision using the following procedures.

- The student may appeal the decision of the Dean of Student Services to the Vice President of Student Affairs.
- If a student chooses to appeal a disciplinary decision, he/she must deliver a written appeal to the office of the Vice President of Student Affairs within seven (7) working days of the date on the notice of the disciplinary action. Failure to do so by the student will be deemed as a waiver of the student's right to appeal, and the decision will be final.
- The written appeal shall state the reasons that the student believes the decision of the Dean of Student Services should be modified or reversed. For the purpose of this procedure, a "working day" shall be a weekday during which regular classes are being held at the College.
- Within seven (7) working days of the date that the notice of appeal is received, the Vice President of Student Affairs shall notify the student in writing of the time, date, and place of the appeal proceeding.
- The appeal proceeding shall be held not less than seven (7) working days after the date that the Vice President of Student Affairs sends the appeal notice.

The student and the administration shall have the following rights during the proceeding:

- To hear or read a full report of the testimony of the other party's witnesses.
- To present witnesses in person or to present their testimony by sworn affidavit.
- To testify and give reasons supporting their respective positions.
- To have the proceeding conducted in an orderly manner.
- To have the Vice President of Student Affairs render a fair and impartial decision based upon substantial evidence presented at the proceeding.
- The proceeding shall not be open to the public.

After the proceeding, the Vice President of Student Affairs shall prepare a written decision affirming, modifying, or reversing the Dean of Student Service's decision and summarizing the evidence supporting their decision. The decision shall be mailed and emailed to the student no later than seven (7) working days after the close of the proceeding.

Note: At the discretion of Vice President of Student Affairs, a Campus Appeal Board may be convened, comprised of the following members:

- Two faculty representing Faculty Senate
- Two staff representing Staff Senate

These individuals are trained on all measures of due process and disciplinary procedures.

Once the hearing is conducted by the Campus Appeal Board, a written recommendation is submitted, affirming, modifying, or reversing the Dean of Student Services decision and summarizing the evidence supporting its decision. It is then the responsibility of the Vice President of Student Affairs to make a final determination of the status of the appeal.

If either party is dissatisfied with the decision of the Vice President of Student Affairs, that decision may be appealed to the College President. Such appeal must be made in writing within seven (7) working days of the day the Vice President of Student Affairs decision was mailed to the student.

The President will follow the same procedure utilized by Vice President of Student Affairs. The President's decision shall be rendered within seven (7) working days. The President's decision shall be final.

Unless appealed, any disciplinary action imposed by the Dean of Student Services shall become effective as of the date that the time to file an appeal to the Vice President of Student Affairs has expired.

The College reserves the right to exclude from campus any person whom it reasonably believes poses a threat to the safety of any other person on campus.

If the student appeals to the Vice President of Student Affairs, the effective date of any disciplinary action will be the date after the Vice President of Student Affairs issues his/her decision. An appeal to the President shall not alter the effective date of any disciplinary action imposed by the Vice President of Student Affairs.