# Wenatchee Valley College STUDENT CODE OF CONDUCT

Wenatchee Valley College expects that its students, both on and off campus, conduct themselves in a manner that reflects high standards of integrity, honesty and morality at all times. A student who does not follow college rules will be subject to such action as may be deemed appropriate by designated college authorities. Conduct, either on or off campus, should be of such nature as not to reflect adversely on the reputation of the individual or the college. Students arrested for violation of criminal law on or off campus may also be subject to disciplinary action by the college. The following misconduct on college facilities is subject to disciplinary action:

1. Intentionally or recklessly endangering, threatening, or causing physical harm to any person or oneself, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Harassment, Bullying, Abuse: No student shall physically, sexually, or emotionally harass, bully, abuse, coerce, intimidate, seriously embarrass, assault or recklessly endanger any other person *(WVC’s Sexual Harassment Policy* 000.330 and000.340.).
3. Students engaging in any activity which inhibits or interferes with the orderly operation of Wenatchee Valley College or the ability of students and/or college personnel to perform their functions in an orderly environment shall be in violation of disorderly conduct policy and subject to disciplinary action. No Student shall intentionally or recklessly interfere with normal college or college-sponsored activities or any form of emergency services. See college policy 500.450 Violence in the Workplace.
4. Unauthorized entry or use of college facilities, classrooms or offices.
5. Knowingly violating the term of any disciplinary sanction imposed in accordance with the code.
6. Theft of property, identity or services; knowing possession of stolen property.
7. Violating college policies or procedures by any student or by the guest of any student.
8. The unlawful (as a matter of local, state or federal law) possession, use, sale or distribution of any alcoholic beverage or narcotic drug, legend drug, or controlled substance (as defined in Chapter 69.50 RCW), including marijuana, by students on the college campus or at any college-sponsored event, either on or off campus is prohibited. The manufacture, distribution, dispensing, or use of marijuana including medical marijuana on college property or during college sponsored events is prohibited. The college campus and all college-sponsored events are alcohol free unless specifically designated by the college president.
9. Academic dishonesty, including cheating, plagiarism or knowingly furnishing false information to the college.
10. Forgery, alteration or misuse of college documents, records, funds, or instruments of identification.
11. Refusal to comply with the direction of college officials acting in the legitimate performance of their duties.
12. Unauthorized possession of or use of any gun (including shotguns, rifles, pistols, air guns and pellet guns), firearms, licensed or unlicensed, or other dangerous weapons or instruments. Exception to this policy is permitted when the weapon is in conjunction with an approved college instructional program or is carried by a duly commissioned law enforcement officer as prescribed by law. See college policy 000.350 Weapons on Campus.
13. Failure to comply with the college’s Technology Acceptable Use Policy, WAOL Memorandum of Understanding, and/or misuse of computing equipment, services and facilities, including use of electronic mail and the Internet.
14. Ethics Violation: the breech of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular trade, skill, craft or profession for which the student is taking courses or is pursuing as his/her educational goal or major. These ethics codes must be distributed to students as part of an educational program, course or sequence of courses and the student must be informed that a violation of such ethics codes may subject the student to disciplinary action by the college.
15. Hazing: conspiracy to engage in hazing or participation in hazing another. Hazing shall include any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group, that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student or other person attending Wenatchee Valley College. Consent is no defense to hazing. The term does not include customary athletic events or other similar contests or competitions. Hazing is also a misdemeanor, punishable under state law.
16. Initiation violation: conduct associated with initiation into a student organization, association or living group, or any pastime or amusement engaged in with respect to an organization, association or living group not amounting to a violation of under the definition of hazing. Conduct covered by this definition may include embarrassment, ridicule, sleep deprivation, verbal abuse or personal humiliation. Consent is no defense to initiation violation.
17. Animals, with the exception of service animals, are not allowed on or in college facilities. All services animals on campus shall be under direct physical control, leashed by their owner or custodian and registered with the Special Populations Coordinator.
18. Gambling: any form of gambling is prohibited.

## CIVIL DISTURBANCES

In accordance with provision contained in RCW 28B.10.571 and 28B.10.572:

1. It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any administrator, faculty member or student of the college who is in the peaceful discharge or conduct of his/her duties or studies. See college policy 500.450 Violence in the Workplace.
2. The college prohibits acts of intimidation as well as actual or threatened violence against co-workers, students, visitors, or any other persons who are on campus or college employees in the course of their duties. The prohibited acts include behavior that interferes with an individual's legal rights of movement, or expression, disrupts the workplace, the academic environment or the college's ability to provide service to the public. See college policy 500.450 Violence in the Workplace.
3. The crimes described in RCW 28B.10.571 and 28B.10.572 shall not apply to any administrator or faculty member who is engaged in the reasonable exercise of their disciplinary authority.
4. Any person or persons who violate the provisions of subsections (1) and (2) of this section will be subject to disciplinary action and referred to the authorities for prosecution.

## STUDENT BEHAVIORAL DISCIPLINARY PROCEDURES

### PURPOSE OF THE DISCIPLINARY SYSTEM

This code of student conduct protects the unique and diverse community of Wenatchee Valley College. Disciplinary action is to guide and redirect an offending student toward a productive career as a learner and as a citizen, and to eliminate from the academic environment a student who has demonstrated flagrant disregard of the college’s values and traditions and whose conduct constitutes a disruptive influence upon learning. Admission to the college carries with it an expectation that the student will obey appropriate laws, will comply with the policies and procedures of the college, and will maintain a high standard of integrity and honesty. If a student does not accept these responsibilities, corrective action must be taken which may include suspension or expulsion. The procedures outlined herein are intended to insure a student a fair and impartial hearing. Student disciplinary proceedings are not considered a case for criminal law nor are disciplinary hearings considered courtroom procedures. They are used by WVC toward assurance of a fair judgment for the student through complete case information, opportunity to be heard, opportunity for friendly counsel, and such safeguards of rights as may be easily understood by educators, laymen, and students who have mutual confidence in one another. The college will impose and carry out sanctions for conduct that interfere with the operation of college. The college may impose sanctions independently of any action taken by civil or criminal authorities. In the case of minors, misconduct may be referred to parents or legal guardians.

### JURISDICTION AND AUTHORITY FOR STUDENT DISCIPLINE

All rules in this section concerning student conduct and discipline apply to every student admitted/enrolled at the college whenever the student is engaged in or present at a college-related activity whether occurring on or off college facilities.

The board of trustees, acting pursuant to RCW 28B.50.140(14), has delegated by written order to the president of the college the authority to administer disciplinary action. Pursuant to this authority, the president, or designee, shall be responsible for the administration of the disciplinary procedures provided for herein. However, the president, acting president or designee shall review all disciplinary action in which there is a recommendation that a student be suspended or dismissed.

### DISCIPLINARY PROCESS

#### Disciplinary Complaint Procedure

When a student’s behavior disrupts the learning environment or there has been an infraction of college policy or procedure, any college employee or student may file an incident report with the chief student conduct officer or designee. The report will provide the name of the accused student or individual, detail the alleged violation, and have the signature of the person filing the report. The report form is available at the WVC website (www.wvc.edu/behavioralintervention), WVC counseling office and WVC administration offices. Allegations of violations of disciplinary rules or other college regulations shall be referred to the WVC student conduct officer or designee for investigation. That official shall then follow the appropriate procedures for any disciplinary action which he or she deems necessary relative to the alleged misconduct.

The purpose of the investigation is to gather additional information, interview witnesses, and to decide whether or not there is sufficient evidence to charge a student with a violation of college disciplinary rules.

After the initial investigation is complete, the student conduct officer or designee may:

1. Take no action.
2. Take administrative action to counsel, advice, or admonish the student.
3. Take disciplinary action.

#### Student Protections and Rights

1. Notice of the allegations or charges.

2. The right to a fundamentally fair hearing that allows students to prepare a defense, have an advisor, present witnesses and other evidence.

3. A written summary of the results and findings of the hearing.

#### Burden of Proof

A preponderance of the evidence is used in the evaluation of student disciplinary cases. The criminal law burden of “beyond a reasonable doubt” is not applicable to these procedures. Should charges against the student also constitute violations of criminal law, the findings of a disciplinary investigation should not be viewed as meeting the standards of a criminal

proceeding. In questions of disputed issues of credibility, the college disciplinary officer, or panel, is charged with making the final decision on the basis of rational evaluation of the evidence.

If the student concludes that any sanctions imposed are inappropriate, the student must provide a written appeal specifically outlining the reasons the sanctions may be inappropriate to the discipline review board.

The president of the college or his/her designee, after reviewing the case, may reverse, sustain or modify any sanctions. The decision of the president or designee is final.

## PROCEDURES FOR RESOLVING DISCIPLINARY VIOLATIONS

1. The chief student services officer or designee is responsible for initiating disciplinary proceedings. The chief student services officer or designee may delegate this responsibility to members of his/her staff, and may establish committees or other hearing bodies to advise or act in disciplinary matters.
2. In order that any informality in disciplinary proceedings not mislead a student as to the seriousness of the matter under consideration, the student involved shall be informed at the initial conference or hearing of the sanctions that may be involved.
3. Upon initiation of formal disciplinary proceedings, the chief student services officer or designee shall provide written notification to the student, either in person or by delivery via regular mail to the student’s last known address, specifying the violations with which the student is charged. The chief student services officer or designee shall set a time and place for meeting with the student to inform the student of the charges, the evidence supporting the charges, and to allow the student an opportunity to be heard regarding the charges and evidence.
4. After considering the evidence in a case and interviewing the student or students involved, the chief student services officer or designee may take any of the following actions:
   1. Terminate the proceeding, exonerating the student or students.
   2. Dismiss the case after whatever counseling and advice may be appropriate, not subject to the appeal rights provided in this code.
   3. Dismiss the case after verbally admonishing the student, not subject to the appeal rights provided in this code.
   4. Direct the parties to make a reasonable attempt to achieve a mediated settlement.
   5. Impose disciplinary sanctions directly, subject to the student’s right of appeal as described in this section. The student shall be notified in writing of the action taken except that disciplinary warnings may be given verbally.
5. This section shall not be construed as preventing the appropriate official from summarily suspending a student.
6. If the chief student services officer or designee has cause to believe that any student:
   1. Has committed a felony, or
   2. Has violated any provision of this section and
   3. Presents an imminent danger either to self, other persons, or to the educational process, that student will be summarily suspended and will be notified by regular mail at the student’s last known address, or be personally served.

## SUMMARY SUSPENSION

Summary suspension is appropriate only where (6.c) of this subsection can be shown, either alone or in conjunction with (6.a) or (6.b) of this subsection.

* 1. During the summary suspension period, the suspended student shall not enter campus other than to meet with the chief student services officer or designee or to attend the hearing. However, the chief student services officer or designee or the college president may grant the student special permission to enter a campus for the express purpose of meeting with employees or students in preparation for a probable cause hearing.
  2. When the president or his/her designee exercises the authority to summarily suspend a student, he/she will inform the student by registered or certified mail at the student’s last known address, or by serving notice upon that student. The notice shall be entitled “notice of summary suspension proceedings” and shall state:
     1. The charges against the student including reference to the provisions of the student code or the law involved, and
     2. That the student charged must appear before the designated disciplinary officer at a time specified in the notice for a hearing as to whether probable cause exists to continue the summary suspension. The hearing shall be held within five days after the summary suspension.
  3. The summary suspension hearing shall be considered an emergency adjudicative proceeding. The proceeding must be conducted within five days with the chief student services officer or designee presiding. At the summary suspension hearing, the chief student services officer or designee shall determine whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.
  4. If the chief student services officer or designee, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:
     1. The student has committed one or more violations of law or provisions of this section, and
     2. That summary suspension of said student is necessary for the protection of the student, other students or persons on college facilities, college property, the educational process, or to restore order to the campus, and
     3. Such violation or violations of the law or of provisions of this section constitute grounds for disciplinary action, then the chief student services officer or designee may, with the written approval of the president, continue to suspend such student from the college and may impose any other disciplinary action as appropriate
  5. A student who is suspended or otherwise disciplined shall be provided with a written copy of the chief student services officer or designee’s findings of fact and conclusions, and president’s express agreement, which constituted probable cause to believe that the conditions for summary suspension existed. The student suspended under this rule shall be served a copy of the notice of suspension in person or by registered mail to said student’s last known address within three working days following the conclusion of the summary suspension hearing. The notice of suspension shall state the duration of the suspension or nature of other disciplinary action and the conditions under which the suspension may be terminated.
  6. The chief student services officer or designee is authorized to enforce the suspension of the summarily suspended student in the event the student has been served the notice requirement and fails to appear at the time designated for the summary suspension proceeding.
  7. Any student aggrieved by an order issued at the summary suspension proceeding may appeal through written copy to the discipline review board. No such appeal shall be entertained, unless:
     1. The student has first appeared at the student hearing in accordance with subsection (7.c) of this section.
     2. The student has been officially notified of the outcome of the hearing.
     3. Summary suspension or other disciplinary sanction has been upheld, and
     4. The appeal conforms to the standards set forth in WAC 132W-109. The discipline review board shall, within five working days, conduct a formal hearing in the manner described in WAC 132W-109.

## VIOLATIONS OF LAW AND COLLEGE REGULATIONS

Students may be accountable both to civil authorities and to the college for acts that constitute violations of law and of this code. Disciplinary action at the college will normally proceed even if criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Definitions; when used in the code:

1. The term “aggravated violation” means a violation that resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college sponsored activities.
2. The term “group” means persons who are associated with each other but who have not complied with college requirements for registration or organization.
3. The terms “institution” and “college” mean Wenatchee Valley College and all of its areas, elements, programs and college related activities.
4. The term “reckless” means conduct that one should reasonably be expected to know would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal college operations and/or college sponsored activities.
5. The term “student” means any person who is enrolled at the college and for whom the college maintains current educational records, as defined by the Family Rights and Privacy Act of 1974, and related regulations.
6. The term “college facilities” means buildings, grounds, or technology owned, leased, operated, controlled or supervised by the college, including all appurtenances affixed thereon or attached thereto.
7. “Board” means the board of trustees of Wenatchee Valley College.
8. “Liquor” means the definition of liquor as contained within RCW 66.04.010.
9. “Drugs” means a narcotic drug as defined in RCW 69.50.101, a controlled substance as defined in RCW 69.50.201 through 69.50.212, or a legend drug as defined in RCW 69.41.010.
10. “President” means the chief executive officer of the college appointed by the board of trustees.
11. “Disciplinary action” means the warning, reprimand, summary suspension, suspension and/or expulsion, probation of a student for the violation of a rule adopted under this policy.

## STUDENT PARTICIPATION

Students will participate in college matters pursuant to these procedures.

## DEMAND FOR IDENTIFICATION

For the purpose of determining whether probable cause exists for any application of this code to any behavior occurring on a college facility, college personnel, WVC security or other authorized personnel may demand that evidence of student enrollment at the college be produced which can include WVC student identification or other picture identification.

## FREE MOVEMENT ON CAMPUS

The president or designee is authorized in the instance of any event that he or she deems impedes the movement of persons or vehicles or which he or she deems to disrupt the ingress or egress of persons from the college facilities, to prohibit the entry of, or withdraw the license of, or privileges of, a person or persons or any group of persons to enter onto or remain upon any portion of the college facility.

No person or persons may disrupt the ingress or egress of other persons from college facilities. The president or designee is authorized to prohibit or remove from college facilities any person who disrupts ingress or egress therein.

## THE DISCIPLINE REVIEW BOARD (DRB) AND SERIOUS DISCIPLINARY VIOLATIONS

The Wenatchee Valley College Disciplinary Review Board (DRB) is a committee that hears appeals related to sanctions imposed on a student, including a suspension or expulsion, due to inappropriate behavioral conduct or actions. The DRB does not review cases that are related to academic/ instructional issues such as plagiarism, cheating or other non-behavioral classroom conduct. The committee’s role is to hear and make a determination on an appeal submitted by a student and may include interviewing witnesses, counselors or other parties who may provide information necessary in order to make a decision. The DRB will determine if the suspension should be revoked, upheld or revised.

The committee will hear appeals only after a thorough investigation has been done to substantiate student sanctions. The committee is authorized to review incident and investigation reports, question witnesses and consult with the Office of the Attorney General for legal advice if needed. The DRB can recommend to the president a change of terms to the suspension, but cannot directly change those terms. The DRB decision/recommendation is final and cannot be changed by administration. If the DRB approves the suspension, the student has the right to appeal the decision by following the protocol in the Student Handbook.

The Disciplinary Review Board is not a standing committee and convenes only needed.

1. The DRB, convened by the chief student services officer or designee for serious disciplinary violations, will hear and make recommendations on all disciplinary cases referred to it or appealed to it by students. The hearing body will be composed of the following persons:
   1. The committee chair is the chief student services officer or Risk Advisory Team chairperson or president’s designee.
   2. Faculty representative(s) will generally be a member of the Risk Advisory Team (RAT) appointed by the RAT chairperson or RAT membership or college president. Other faculty members could be called upon to serve on the committee if need, but would be selected by the president or designee.
   3. Other college personnel as needed to provide broad representation of the college campus.
   4. The chairperson of DRB or college president or designee has discretion whether to assign a student representative to serve on the DRB. If an appeal is a Title IX issue, the Title IX investigator will not serve on the DRB. If any member of the DRB is unable to provide a non-bias opinion due to a conflict of interest, that member will be excused from the DRB. In these cases, the DRB chairperson or college president or designee will choose a replacement. The Attorney General representative will be available for consulting purposes if needed, but will not be a member of the board.

The DRB chairperson is responsible for setting the time and place for hearings and insures that hearings take place in a fair and timely manner. The chairperson would be responsible to make sure the DRB adheres to and follows procedural guidelines as written in the Student Handbook under the section titled “Student Disciplinary Procedures.”

1. None of the above-named persons shall sit on any case in which he or she has been or will be a complainant or witness, in which he or she has a direct or personal interest, or in which he or she has acted previously in an advisory or official capacity. The entire DRB membership shall make decisions regarding eligibility according to this section, including the selection of alternate committee members.
2. The committee may recommend in writing to the chief student services officer or designee that the student involved:
   1. Be exonerated with all proceedings terminated and with no sanctions imposed.
   2. Be disqualified from participation in any school-sponsored athletic events or activities.
   3. Be given a disciplinary warning.
   4. Be given a reprimand.
   5. Be placed on disciplinary probation.
   6. Be responsible for restitution for damages resulting from the violation.
   7. Be given a suspension.
   8. Be expelled.

## PROCEDURAL GUIDELINES FOR HEARINGS INVOLVING SERIOUS DISCIPLINARY VIOLATIONS

1. The committee chair shall set the time, place and available seating capacity for a hearing.
2. All committee proceedings will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.
3. The committee chair shall enforce general rules of procedures for conducting hearings consistent with these procedural guidelines.
4. The student shall be given notice of the date, time and place of the hearing, the charges, a list of witnesses who will appear, and a description of any documentary or other physical evidence that will be presented at the hearing. This notice shall be given to the student in writing and shall be provided in sufficient time to permit him/her to prepare a defense.
5. The student or his/her representative shall be entitled to hear and examine the evidence against him or her and be informed of the identity of its sources and shall be entitled to present evidence in his or her own behalf and question witnesses as to factual matters. The student shall be able to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.
6. Committee hearings may be held in closed session at the discretion of the council, the only exception being when the student involved invites particular persons or requests an open hearing. If at any time during the conduct of the hearing invited persons are disruptive of the proceedings, the committee chair may exclude such persons from the hearing room.
7. Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether the student is guilty of the misconduct charged, but the student’s past record of conduct may be taken into account in formulating the committee’s recommendation for disciplinary action.
8. The failure of a student to cooperate with the hearing procedures, however, shall not preclude the committee from making its findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into
9. consideration by the committee in recommending penalties.
10. The student may be represented by counsel and/or accompanied by an adviser of his/her choice. If counsel is present for the student, the college may also have counsel present to assist the council. If the student intends to use an attorney, he or she must notify the chief student services officer or designee five days in advance of the formal hearing.
11. An adequate summary of the proceedings will be kept. As a minimum, such summary would include a tape recording of testimony. Such record will be available for inspections and copying in the office of the chief student services officer or designee during regular business hours.
12. The student will be provided with a copy of the findings of fact and the conclusions of the committee.
13. If the council’s proceedings were to hear a disciplinary matter pursuant to the request of the chief student services officer*,* the council’s recommendation shall be forwarded to the chief student services officer or designee for disposition of the matter.
14. The chief student services officer or designee shall notify the student of his or her decision.
15. The student will be advised of his/her right to present to the president, within ten (10) calendar days, a written statement of appeal speaking specifically to the decision made to the president of the college before action is taken on the decision of the committee.
16. The president of the college or his/her designated representative shall, after reviewing the case, sustain the decision, give directions as to what other disciplinary action shall be taken by modifying its decision or nullify previous sanctions imposed by reversing the decision. The president or designee shall then notify in writing the chief student services officer or designee, the student, and the committee. The president’s decision shall be final.

## DISCIPLINARY TERMS

The definitions set forth in this section apply throughout.

1. Disciplinary warning means oral or written notice of violation of college rules.
2. Reprimand means formal action after censuring a student for violation of college rules for failure to satisfy the college’s expectations regarding conduct. Reprimands are made in writing to the student by the disciplinary official. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.
3. Disciplinary probation means formal action placing conditions upon the student’s continued attendance because of violation of college rules or failure to satisfy the college’s expectations regarding conduct. The disciplinary official placing the student on probation will specify, in writing, the period of probation and the conditions, such as limiting the student’s participation in extracurricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student’s enrollment in the college.
4. Summary suspension means temporary dismissal from the college and temporary termination of a student’s status for a period of time not to exceed ten (10) days which occurs prior to invocation of the formal hearing procedures specified in these rules due to a necessity to take immediate disciplinary action, where a student presents an imminent danger to the college property, or to himself or herself or other students or persons in college facilities on or off campus, or to the educational process of the college.
5. Suspension means temporary dismissal from the college and temporary termination of student status for violation of college rules or for failure to meet college standards of conduct.
6. Expulsion means dismissal from the college and termination of student status for violation of college rules or for failure to meet the college standards of conduct for an indefinite period of time or permanently.
7. Restitution means repayment to the college or to an affected party for damages resulting from a violation of this code.

## LOSS OF ELIGIBILITY IN COLLEGE ACTIVITIES AND ATHLETICS

Any student found to have violated the standards of student conduct or chapter 69.41 RCW, shall, in lieu of or in addition to, any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored athletic events or activities.

## STUDENT GROUPS AND ORGANIZATIONS

Student groups and organizations may be charged with violations of the Student Code of Conduct (see policy 400.110 and procedure 1400.110).

1. A student group or organization and its officers may be held collectively and individually responsible when violations of this code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group’s or organization’s leaders or officers.
2. The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by college officials to take appropriate action designed to prevent or end violations of this code by the group or organization. Failure to make reasonable efforts to comply with college officials’ order shall be considered a violation of this code, by the officers, leaders or spokesperson for the group or organization and by the group or organization itself.
3. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition as well as other appropriate sanctions.

## APPEALS

Disciplinary actions subject to appeal as specified in board policy may be appealed as described below. Notice of an appeal by a student shall be made in writing and addressed to the chief student services officer or designee within ten (10) calendar days of the college’s giving of the notice of the disciplinary action.

1. Disciplinary action by a faculty member or other college staff member may be appealed to, and shall be reviewed by, the chief student services officer, chief instructional officer or designee.
2. Academic related disciplinary action by the appropriate disciplinary official may be appealed to, and shall be reviewed by, the academic regulations committee. Behavioral related disciplinary action by the appropriate disciplinary official may be appealed to, and shall be reviewed by, the discipline review board.
3. Academic related disciplinary recommendation by the academic regulations committee and subsequent action by the chief student services officer, chief instructional officer or designee, may be appealed to, and shall be reviewed by, the college president or his/her designee. Behavioral related disciplinary recommendation by the discipline review board and subsequent action by the chief student services officer or designee, may be appealed to, and shall be reviewed by, the college president or his/her designee.
4. Disciplinary action by the president shall either indicate approval of the conclusions by sustaining the decision or shall give directions as to what other disciplinary action shall be taken by modifying the decision, or shall nullify previous sanctions imposed by reversing its decision. The president’s decision shall be final.

## TRANSCRIPT NOTATIONS

The chief student services officer or designee may place a temporary encumbrance on a   
student’s college records while disciplinary proceedings are pending. Permanent notation of disciplinary action will be made on the transcript whenever a student is dismissed

for misconduct.

## REFUNDS AND ACCESS

1. There shall be no refund of tuition and/or fees for the quarter in which disciplinary action is taken. However, college executives can make exceptions to this policy.
2. A student suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of the district, may be denied access to all or any part of the campus or other facility.

## READMISSION AFTER SUSPENSION OR DISMISSAL

Any student suspended from the college for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued. If the student has been expelled or feels that circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted following approval of a written petition submitted to the chief student services officer or designee by the student. Such petition must state reasons which support a reconsideration of the matter. Before readmission may be granted, such petition must be reviewed and approved by the college president or designee.

## REESTABLISHMENT OF ACADEMIC STANDING

Students who have been suspended pursuant to disciplinary procedures set forth in this chapter and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish their academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

## REPORTING, RECORDING AND MAINTAINING RECORDS

The disciplinary official taking or initiating the action shall keep records of all disciplinary cases. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not more than three years after resolution of the case. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student’s file or other college repository after the date of the student’s graduation or not more than five years.