September, 2004

TO: Faculty

FROM: Roy Flores  
Vice-President Student Services

SUBJECT: Clarification between Student Misconduct and Student Complaints

The student conduct policy delineates what is misconduct. If a student's conduct does not comply with our student conduct policy, I use the student conduct disciplinary procedures. Reasons for misconduct referral can include, but not limited to: plagiarism, intentional disruption of teaching, administration, or campus activities and physical or verbal abuse, harassment of any person on campus premises. The instructor should report the incident to the division Dean/Administrator who shall refer the matter in writing to me. As the VP, I am responsible for disciplinary action related to student misconduct.

The student complaints policy allows student to complain about District or College policies and/or procedures that allegedly have not been followed by college personnel or students.

A student complaint issue against an instructor should be referred to:

1. The appropriate Dean of the division or department. District policy and procedures emphasizes that student complaints be processed on an informal basis first. This usually entails involvement of the instructor and the Dean/Administrator to resolve the complaint on an informal basis.

2. A complaint by a student regarding grades should also be referred to the appropriate division Dean. If the Dean cannot resolve the complaint, then the student has the option of filing a formal complaint.

3. Formal Complaints are submitted to David Bittenbender, HR Representative, located in CC2260F.

Sexual Harassment Complaints

If the student complaint involves an employee (staff or faculty) at North, the Human Resource Representative, David Bittenbender, should be contacted at 526-7792.

I: Student Misconduct
Formal Complain The full description of the Seattle Community College's Student Policy and Procedures is available at www tiêu đề đã được gỡ xuống. SEE Title 1325.

Informal Complaint Process

The informal process.

Every effort should be made to settle complaints through

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reinstatements of students before a suspension has ended or who have been expelled require the approval of both the Vice President for Student Services and the College President.

**Note:** The Student Complaints process is different from these Student Conduct Policy and Procedures. Student complaints are used by students who have complaints against other students and college employees. Each campus has a designated complaints officer. For a complete description of the student complaints process, see WAC 132F-121-080 through 132F-121-090.

While the intent of this flyer is informational, exact wording of the WAC provisions and any applicable policies and procedures are available from the college Vice President for Student Services and on the district website.

(See [www.seattlecolleges.com/wacstudentrules](http://www.seattlecolleges.com/wacstudentrules) for the WAC rules and [www.seattlecolleges.com/services](http://www.seattlecolleges.com/services) for the district policies and procedures.)
Educationally Supportive Conduct

Student Responsibility

Any institution operating with thousands of people must have in place rules, policies and procedures protecting and supporting a cooperative education environment. To maintain this environment, the college outlines a code of conduct that defines both misconduct and proper/appropriate conduct. A student’s responsibility in maintaining a good environment is to:

- Maintain high standards of academic integrity
- Respect the rights of others
- Refrain from actions that endanger themselves or others
- Comply with district and college rules and regulations
- Comply with civil authority

When these areas are violated and a simple and direct means of resolution is attempted and is unsuccessful, conduct proceedings may begin.

Student Conduct Procedures

Who can report a misconduct issue?

Any member of the college community (faculty, staff and/or administrators) may file a student conduct complaint against any student when they believe there has been a violation of the student conduct code.

Examples of misconduct/disruptive behavior

All examples of misconduct are behaviors the campus may impose sanctions upon. (*For a full description of student misconduct, refer to the Washington Administrative Code, WAC 132P-121-110.*)

1. Academic dishonesty, including cheating and plagiarism.
2. Forgery, alteration, or misuse of documents and false statements.
3. Disruption of instruction, research, administration, and other district activities.
4. Physical or verbal abuse, harassment of any person on district property.
5. Theft, damage or possession of district or personal property.
6. Failure to comply with direction of district employees or identify oneself to persons when requested.
7. Participation in activity which unreasonably disrupts the normal operations of the district.
8. Possession or use of any device or substance which can inflict bodily harm or damage property.
10. Possession, consumption, or being under the influence of alcohol, or selling alcohol.
11. Possession, consumption, or being under the influence of narcotic drugs or controlled substances, or selling any such drug or substance.
12. Obstruction of free flow of pedestrian or vehicular movement on district property or at a district activity.
13. Conduct which is disorderly, lewd, or obscene.
14. Breach of the peace, or aiding, abetting, or procuring a breach of the peace.
15. Discriminatory action against a student or district employee because of race, color, national origin, mental or physical disability, gender, sexual orientation, age, creed, or religion.
16. Sexual harassment of a student or district employee.
17. Stalking and other harassment of a student or district employee.
18. Smoking inside a campus building or where smoking is not authorized.
19. Theft or misuse of computer time or other electronic information resources of the district.
20. Unauthorized entry onto or into district property.
21. Abuse or misuse of any procedures relating to student complaints or misconduct.
22. Operation of any motor vehicle on district property in an unsafe or threatening manner.
23. Violation of any other district rule, requirement, or procedure.
24. Violation of any federal, state, or local law, rule, or regulation.
25. Encouraging or assisting another person to commit any act of misconduct.

Who are student conduct incidents reported to?

Student conduct incidents are reported to the Vice President for Student Services.

How do I report the incident?

A complaint is filed by writing on the Student Conduct Incident Report form noting the specific violation.

The written report should include:

1. Date
2. Time of Incident
3. Location of Incident
4. Full and complete description of the incident
5. List of all parties involved in the incident
6. Name of witnesses
7. Campus Security or Police Department involvement, if any

Administrative Procedures

When a student is accused of misconduct the Vice President for Student Services will ordinarily:

1. Notify the student orally or in writing of the student conduct violation
2. Request a meeting with the student and/or students involved
3. Determine the truth or falsity of the charges
4. Recommend the sanctions, if any, which should be imposed
The variety of conclusions or sanctions are:

a) The case may be dismissed if the facts do not support the accusations.
b) The case may be dismissed after whatever counseling and/or advice may be appropriate.
c) Vice President for Student Services may impose sanctions directly. (See below for a formal list of sanctions)
d) The case may be referred to the campus Student Conduct Committee for appropriate action. The student will be notified of this referral in writing.

It is always hoped that the situation can be resolved with as few steps as possible. For situations that are more disruptive than unethical or illegal it is hoped that the incident can be resolved by mutual consent or verbal warning. It is, however, necessary at times to impose disciplinary sanctions upon a student and/or proceed with formal misconduct proceedings.

Student status during misconduct proceedings

During the misconduct proceedings and pending actions a student's status is not changed by a disciplinary action until that action is final, i.e., any appeal is exhausted, unless there is a basis for a summary or emergency suspension (see below).

Disciplinary Sanctions

One or more of the following sanctions may be imposed by the Student Conduct Committee or the Vice President for Student Services (or designee) for any single violation. For a full description of possible disciplinary sanctions, see WAC 132F-121-160 and 132F-121-250.

1. Warning - An oral notice to the student of the violation(s).
2. Reprimand - A notice warning the student that further misconduct will result in more serious disciplinary actions.
3. Disciplinary Probation - Placement of one or more conditions on the student's continued attendance. The time period of the probation will ordinarily be stated in the notice (indefinite or specific).
4. Suspension from Activities - Disqualifies the student from participating in specified (or all) privileges, services or activities that are provided or sponsored by the district for a stated or indefinite period of time.
5. Suspension of Enrollment - Termination, for a stated or indefinite period of time, of all rights as an enrolled student in the college and/or the district.
6. Summary Suspension - Temporary suspension of all, or specified, rights as an enrolled student when necessary to prevent or avoid immediate disruption, danger, or other harm to the educational process or to the health, safety, or welfare of any member(s) of the public, including the district community.
7. Emergency Suspension - Temporary suspension of all rights as an enrolled student when necessary to prevent or avoid immediate danger to the health, safety, or welfare of any member(s) of the public, including the district community.

8. Expulsion - Permanent termination of a student's enrollment, and right to enroll, at any college or other educational facility in the district. (All expulsions are approved by the College President.)
9. Grade change - A student's grade in a course may be lowered below that awarded by an instructor.

Other sanctions

Additional sanctions may be initiated in the following types of circumstances.

- The instructor need not give credit for work that is the product of cheating, plagiarism or other dishonesty. However, an instructor may not impose discipline by punitively lowering a grade.
- Instructors have authority to exclude a disruptive or disorderly student from ONE CLASS SESSION. The instructor will ordinarily report the incident to his/her Dean, who may refer the matter to the Vice President for Student Services for possible disciplinary action.

Appeal & Readmission

Appeal

To appeal a disciplinary sanction a student may send a letter in writing to the Vice President for Student Services within twenty (20) days of receiving notice of disciplinary sanction(s) or notice that the disciplinary matter has been referred to the Student Conduct Committee. The Vice President for Student Services forwards the appeal together with a copy of any notice of discipline, to the Chair of the Student Conduct Committee. Based on a review of evidence at a hearing, the Committee issues an initial order that includes findings of fact, conclusions of law, and a determination on appropriate discipline. The Committee's proceedings are transmitted to the College President for a review of the record and determination of the final college order.

The Committee is composed of:

1 administrator or exempt employee (appointed by the College President; committee chair)
1 faculty member (appointed by the College President)
1 student (appointed by the president of the recognized student government organization)

For a full description of the discipline appeal process, see WAC 132F-121-170 through 132F-121-230.

Readmission

Students who have been EXPELLED from a campus or denied enrollment or suspended for a particular time may apply for readmission by filing a written request with the Vice President for Student Services. The Vice President for Student Services will review the case to determine if the subsequent action of the student has been sufficient to warrant consideration for readmission.