

# 3.1-6 Student Conduct Code Discipline Procedures

## 3.1–6.a. Purpose and Goal of Discipline

The purpose of Central's Student Conduct Code is to cultivate leadership development and to maintain a campus environment conducive to learning, spiritual growth, and academic excellence. The community life standards listed in the Student Handbook support the mission of the College to develop servant-leaders for the church. When standards are violated, appropriate intervention seeks to restore personal and group alignment with expectations, to produce personal growth, and to restore the highest level of the campus community.

## 3.1–6.b. Levels of Authority and Response

Most of the discipline issues that occur on campus will not need oversight by the VP of Student Development. Dress code violations, breaking of curfew, most contraband in rooms (movies and video games which are beyond our rating code, etc.), dirty rooms, and most attitudinal issues will be handled first by the RDAs, RAs, and RDs. If and when the Residence Director requests it, the Dean may be included in disciplinary issues/ decisions, especially when violations continue to build up. Major Violations that will be directly handled by the Dean and/or VP of Student Development: Violence Drug or alcohol use. Intense disregard for authority Inappropriate sexual contact/relationships, or Any violation that has not been adequately addressed or is habitual in nature.

## 3.1–6.c. General Discipline Process

Any member of the college community may file charges against a student for violations of the Code of Conduct. A charge shall be prepared in writing and directed to the Dean of Men/Women or Resident Directors. Any charge should be submitted as soon as possible after the event takes place. The Dean of Men/Women will conduct an investigation to determine if the charges have merit and/ or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the VP of Student Development. Such disposition shall be final and there shall be no subsequent proceedings.

After the Dean of Men/Women conducts an investigation, arrives at a conclusion, and dispenses sanctions the discipline process is resolved. However, if the student does not agree to either the conclusion or the sanctions then the student may request an appeal from the VP of Student Development within five business days.

### General Discipline Process

Receive report	Talk with the person who filed the report	Create Student Dev. file on student	Set up a meeting with the student	Conduct interview with student (may be recorded)	Student Admits Violation	Determine Sanctions & File Report	
			Remove student from community until resolved		Student Denies Allegations	Official Investigation	Determine Sanctions & File Report

All formal charges shall be presented to the accused student in written form. If needed, a time shall be set for a student conduct board hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling a hearing may be extended at the discretion of the VP of Student Development.

### Charges and Student Conduct Board Hearings Process

1. Any member of the College community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted to and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same manner as the Student Conduct Board or a member thereof. If the student admits to violating 21 CCCB Student Handbook 23/24 institutional rules, but sanctions are not agreed to, the subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.
4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines:
  1. Student Conduct Board Hearings normally shall be conducted in private.
  2. The Complainant, Accused Student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
  3. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student be conducted either separately or jointly.
  4. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  5. The Complainant, the Accused Student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to then be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid the creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct Board.
  6. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  7. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  8. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
  9. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
  10. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings
5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College.

6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where determined in the sole judgment of the VP of Student Development to be appropriate.

The VP of Student Development is informed if there is a major violation which could include suspension or expulsion or if there is a possible Title IX situation. The VP of Student Development gives final approval for all recommendations for discipline made by the Deans. All students are given instructions regarding the appeals process which will be handled directly by the VP of Student Development.

Reports of violations can be received through various mediums (word of mouth, official intervention reports, emails, texts, etc). Reports can be made by any college official or student.

Students who self-report violations are expedited through the discipline process; depending on the type of violation, a plan will be put into place by the Deans to assist the student in being restored to the community. Student Development is committed to treating each student with respect and dignity; every effort is made to be clear and consistent with all discipline; however, discipline will be decided on a case-by-case basis as not all consequences are effective in every situation for every student.

## 3.1-6.d. Sanctions

The Deans are charged with the responsibility of deciding what sanctions would be appropriate to restore the student back into good standing with the community. Possible sanctions include but are not limited to the following:

- **Warning-** A notice in writing to the student that the student is violating or has violated institutional regulations.
- **Probation-** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- **Mentor oversight-** Many times connecting a student with other college personnel can be a positive move in the discipline process
- **Loss of Privileges-** Denial of specified privileges for a designated period of time.
- **Fines-** Previously established and published fines may be imposed.
- **Restitution-** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Discretionary Sanctions-** Work assignments, essays, service to the College, or other related discretionary assignments.
- **Residence Hall Suspension-** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **Residence Hall Expulsion-** Permanent separation of the student from the residence halls.
- **College Suspension-** Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **College Expulsion-** Permanent separation of the student from the College.
- **Revocation of Admission and/or Degree-** Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Withholding Degree-** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

## 3.1–6.e. Interim Suspension

Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College community or preservation of College property; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses an ongoing threat of disruption of, or interference with, the normal operation of the College.

During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Executive Director of Student Development may determine to be appropriate.

The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

## 3.1–6.f. Student Records

Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become a part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, college suspension, College expulsion, revocation or withholding of a degree, or those included in the College's annual Disclosure of Campus Crime and Fire Safety Statistics upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's confidential record 7 years after final disposition of the case. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

All sanctions will be written up in a formal letter to the student. Students may be offered a copy to sign, stating that they have received the letter (not necessarily to agree with the sanctions imposed). The signed copy is placed in Student Development's file (which is not combined with any other departmental file) and a copy is given to the student for their own records.

## 3.1–6.g. Appeals

A decision reached by the Student Conduct Board, or a sanction imposed by the Student Conduct Board, or a sanction imposed by the Student Conduct Administrator (VP of Student Development) may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:

1. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
2. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.

4. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Administrator for opening of the Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Any question of interpretation or application of the Student Code shall be referred to the Executive Director of Student Development or his or her designee for final determination. The Student Code shall be reviewed at least every three years under the direction of the Executive Director of Student Development or his or her designee.