

Section 4: Fort Scott Community College Student Handbook

Disciplinary Process

The rights of each individual at Fort Scott Community deserve the respect and protection of administrators, faculty and staff. To assure fair treatment of each individual, rules of disciplinary process have been developed and are in effect. The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others, and to assure students due process if they have been charged with violating college rules and regulations as listed in the Student Catalog. Misconduct is considered a matter of concern to administrators, faculty, staff, and students alike. Reports of misconduct are usually made to the VP of Student Affairs for investigation and determination of appropriate action.

Implementation of Disciplinary Process

The VP of Student Affairs will review with the student the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the VP of Student Affairs will take appropriate disciplinary action or refer the case to the College Disciplinary Review Board.

Disciplinary Appeals Procedures

If the appropriate action taken by the VP of Student Affairs calls for the student to be expelled or penalized, the student will be informed in writing. A student may appeal the decision of the Vice President. This appeal must be submitted, in writing, to the VP of Student Affairs within three (3) business days after the original decision has been made. The VP of Student Affairs will inform the College Disciplinary Review Board, in writing, within three (3) business days of receiving written notice of the appeal from the student. An appeal hearing will be conducted within seven (7) business days following notice to the College Disciplinary Review Board.

All appeal hearings are private to best ensure justice and to discourage delay. The appeal is a review of the record from the original decision. If evidence that was unavailable at the time of the original decision is discovered, it will also be considered. The student requesting the appeal must be present on the hearing date as set in the letter to the student. Failure to be present as scheduled waives the student's right to appeal.

College Disciplinary Review

The College Disciplinary Review Board shall hear the appeal after being informed in writing by the VP of Student Affairs that the disciplinary action has been appealed by said student. This Board is composed of three professional staff members (appointed by the faculty representatives) and three full-time students (appointed by the President's Ambassadors organization).

At this appeal hearing, the Chair of the Board shall give both the student and the VP of Student Affairs, or his/her designee, an opportunity to testify. Both may bring witnesses to the hearing. The number of witnesses will be limited to five (5) unless prior approval is granted by the VP of Student Affairs. Each

witness will be afforded a maximum of five (5) minutes of testimony. After the witnesses have been heard, members of the College Disciplinary Review Board may ask questions of the student who has had disciplinary action taken against him/her, the Dean or his/her designee, or the witnesses who have testified. The College Disciplinary Review Board shall decide to uphold the decision of the VP of Student Affairs, or his/her designee, or to recommend that the action be modified.

The student or the VP of Student Affairs, or his/her designee, may appeal the decision of the College Disciplinary Review Board. This request for an appeal must be made in writing to the College President within three (3) business days after the College Disciplinary Review Board has made its decision. The College President shall hear the appeal within seven (7) business days and render a written decision to all parties. The decision of the President is final.