

Martin Community College

Student Conduct Disciplinary Procedures

Statement of Expectation

Self-discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity which characterize the behavior of mature individuals.

Student Rights and Responsibilities

The rights of students, including the freedom to observe, hear, study, and write are acknowledged by Martin Community College. In exercising their rights of citizenship, students are encouraged to act as responsible citizens and to further the principles of free learning. All students or constituted group of students have the right to express their views and concerns regarding the operation of Martin Community College.

Faculty and Staff Authority and Responsibility

The primary responsibility for managing the classroom and campus environment rests with the faculty and staff. If a student violates the Student Code of Conduct, the faculty or staff member is required to follow the process for conduct sanctions.

Student Code of Conduct

(published on pp. 49-50 of the 2019-2021 College Catalog)

(A separate procedure addressing cheating and plagiarism is on p. 50 of the 2019-2021 College Catalog.)

Conduct Sanctions

Students found to be responsible for violating the MCC Student Code of Conduct or a program specific code of conduct will receive a sanction. The level and type of sanction will be based on the nature and severity of the violation. Multiple violations may result in increased intensity of response.

- **Category 1:** Violations are deemed minor and require a less intensive response.
 - Response is facilitated by student's faculty or a staff member.
 - Response includes warning led by the student's faculty or a staff member (if violation occurs outside of a classroom environment). Faculty or staff members will inform student of concerns within the classroom/college and deliver a warning to the student regarding the conduct. Faculty/staff will maintain a record of violations and faculty/staff response.
 - The faculty or staff member may make the student aware of counseling services offered by Martin Community College in case the student would like to utilize this support to assist in improving conduct. If applicable, the faculty or staff member will inform the Student Services Counselor via a Counseling Referral Form. The student's utilization of counseling services is optional.

- **Category 2:** More serious violations or repeated violations that require a more intense response.
 - Initial response is facilitated by student’s faculty or a staff member. If the violation occurs in classroom, the student may be told to exit the classroom. Departmental supervisors should be notified by the faculty or staff member through the *Conduct Referral Form* and should work cooperatively with the faculty or staff member in determining the response and/or severity of the sanction.
 - Response may include the student’s mandatory meeting with the faculty or staff member, the departmental supervisor and/or the Student Services Counselor with the aim of improving student conduct. The faculty, staff, or supervisor will inform the Student Services Counselor via a Counseling Referral Form. The student’s utilization of counseling services may be required. Mandatory meetings should occur immediately and not to exceed 5 school/business days. Category 2 violations/sanctions may include temporary removal (suspension) from the class—not to exceed three (3) missed class periods; the determination of the student’s return to class, if applicable, is made by the faculty/dean.
 - Departmental supervisor will receive a copy of the counseling referral (if applicable) and supporting documentation. Following a review of the documentation and nature of violation as well as completion of required visit(s), the faculty or staff member will work cooperatively with the departmental supervisor to determine whether additional sanctions are warranted.
 - Category 2 violations are not recorded in the student’s academic record.

- **Category 3:** Most serious violations that require the most intense response.
 - An immediate response is facilitated by the student’s faculty or staff member. The faculty or staff member’s primary responsibility is for student and personal safety. Attempt to contact an area supervisor. If the violation occurs in classroom, the student should be told to exit the classroom. Follow the college’s other campus safety instructions if deemed appropriate including, but not limited to, calling the campus resource officer. In emergency or violent situations, call 911. An appropriate Dean, the Executive Vice President, or the campus resource officer will determine if the student should leave (suspended from) the college campus.
 - Following the immediate response, the Dean or Head of referring department (Dean of Academic Affairs, Dean of Continuing Education, Executive Vice President, etc.) should be notified via the *Conduct Referral Form*; supporting documentation should be included.
 - The respective Dean or Vice President will review the conduct situation making additional inquiry as necessary. As deemed appropriate by the Dean or Vice President, a recommendation may be made to the President of the College regarding expulsion. Expulsion may result in a permanent dismissal from the College.
 - Category 3 violations are recorded in the student’s academic record.

Student conduct decisions may not be grieved except on such occasions that the student demonstrates that the college did not abide by this procedure. The student may appeal decision by using the College’s Student Grievance Procedure.

The *Procedures* are maintained by the Office of the Executive Vice President.

Martin Community College Student Conduct Referral Form

Please review the *Student Code of Conduct* and *Student Disciplinary Procedures* for directions regarding the use of this form. The *Student Conduct Referral Form* should be used for Category 2 and Category 3 violations. Provide information that would be useful in addressing the student conduct violation. Submit a separate referral form for each student that you believe is involved in the conduct issue. The MCC Student Code of Conduct can be found in the MCC College Catalog. If you have questions about whether a behavior is considered a violation, please contact your supervisor, respective Dean, or the Executive Vice President. In cases of cheating, consult the MCC Cheating policy.

Complete Part I of this form and submit to your departmental supervisor. Your supervisor will work with you to complete Part II and Part III. A copy of the complete form (Parts I, II, and III) should be provided to the Executive Vice President. Forms are maintained in the Office of Executive Vice President.

Part I. Provide information related to the violation:

This referral is submitted by:

Name: _____ Title: _____

Phone: _____ Email: _____

Date(s) of incident: _____ Time(s) of incident: _____

Location(s) of incident: _____

This referral is for the following student: (Use a separate referral form if multiple students are involved.)

Name of Student: _____ Student ID: _____

Indicate the student conduct violation: _____

Is this violation sexual in nature (e.g., sexual harassment, rape)? YES NO

Faculty/Staff Signature

Date

Part II. Provide a description of the disciplinary response and resolution:

Describe the disciplinary response that addresses the conduct violation: _____

On what date was the response or disciplinary action implemented? _____

Did the response/action have an end date? If so, indicate the date: _____

Describe the resolution to the conduct violation and disciplinary response/action: _____

Part III. Provide a recommendation for expulsion, if applicable:

Is expulsion recommended (Category 3)? YES NO

If yes, provide adequate response in Part II that demonstrates expulsion is reasonable and justifiable. The President of the College has sole authority to expel a student.

Forward the completed *Student Conduct Referral Form* to the Executive Vice President.

Faculty/Staff Signature

Date

Department Supervisor Signature

Date

Executive Vice President

Date

President Signature (if applicable)

Date