

# **Student Conduct Committee Charter**

## **Statement of Purpose**

The Student Conduct Committee:

- Reviews possible violations of the Student Conduct Code on a case-by-case basis, after an administrative disposition is attempted.
- Engages in fact finding, investigating, and analyzing the case.
- Conducts a hearing wherein the case is heard.
- Documents the case and recommends sanctions, if appropriate, to the Chancellor of the College.

## **Operating Procedures**

- The committee will operate under the guidelines set forth by the student conduct code and adhere to the stated timelines in the code.
- Faculty are appointed by the COC with the exception of the chair who is appointed by the Chancellor. Students are appointed in consultation with ASUH-HCC student government.
- If any member of the Committee feels that his or her relationship with either the case or the individuals involved will affect his/her ability to render an impartial judgment, the committee member shall disqualify him/herself. This does not relieve the Student Conduct Committee of maintaining a quorum; thus, it may be necessary to supplement the membership of the committee. An alternate committee member will replace a representative if this occurs.

## **Authorization**

Authorized by the FSEC in conjunction with administration.

## **Structure of the Committee**

- Two (2) faculty members - one (1) from the University College, one (1) from Tech1 or Tech2 and two (2) alternates: two-year terms
- One (1) Student Services representative and one (1) alternate: two-year terms
- Chair (1) faculty member
- Three (3) student representatives and three (3) alternates: one-year terms

## **Scope of Authority**

- After hearing a case, the Committee will recommend one of the following:

No cause for disciplinary action: No violation of this conduct code has been proven. In this case no sanction may be taken against the student.

Cause for disciplinary action: A violation of the conduct code has been proven. In this case the conduct committee may recommend one or more of the sanctions provided for in the code including warning, probation, restitution, suspension, expulsion, and rescission of grades or degree.

- Simultaneously, a certified copy of the Committee's findings and decision as to cause and recommendations shall be delivered or posted by registered or certified mail with return receipt requested to the student's last known address.

### **Meetings**

- The Student Conduct Committee meets only when there are cases referred to it by the Dean of Student Services. Hearings will usually not take place during the last two weeks of each semester, nor during the summer. During these periods, a hearing before an administrator may be conducted for students accused of violating the Conduct Code, or special Committee hearings may be arranged.

### **Documentation/Communication**

- For the purpose of determining committee findings and recommendations, a record of all hearings shall be maintained.

The record shall include the following:

All pleadings, motions, and intermediate rulings

All evidence received or considered, including oral testimony, exhibits, and a statement of all matters officially noticed

Offers of proof and rulings thereon

Proposed findings, exceptions, and recommendations

The report of the Committee chairperson.

The Committee may preserve a record of its hearings through taped recordings. This record shall be retained by the Office of the Dean of Student Services for a minimum of five years from the date of last attendance by the student.

- Committee will review their charter annually and revise as needed.