

## **ADDENDUM A TO STUDENT HANDBOOK**

### **STUDENT CODE OF CONDUCT**

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##### **Student Conduct Hearing Procedures**

###### ***Paragraph 2***

The chairperson of the committee shall be the administrative officer of the committee. The chairperson's duties shall include:

- Arranging for appropriate times and places for committee meeting and hearings;
- Ensuring a quorum of at least 5 of the 7 committee members will be present;
- Informing committee members of the times and places of committee meetings and hearings;
- Securing and distributing to the committee written materials appropriate for its consideration;
- Arranging for the recording of committee proceedings;
- Maintaining committee records which are to be kept on permanent file in the Office of the Dean of Students and informing, in writing, the appropriate person of the decision of the committee.

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##### **Appeals**

The purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error. Students have the right to appeal decisions made by the Dean of Students to the Student Code of Conduct Committee provided relevant grounds for an appeal are cited. All appeal requests and responses in this process are transmitted by electronic mail. When informing the student of the original decision in a hearing, the Dean of Students or Committee Chair will also explain the student's right to appeal the situation to the Student Code of Conduct Appeals Committee. If the student wishes to appeal the case, he/she must send a written request, stating the reason(s) for the appeal, to the Dean of Students within forty-eight (48) hours from receipt of the notice. The Dean of Students will then have 48 hours to refer the case to the Student Code of Conduct Appeals Committee. The Committee will conduct a hearing under the guidelines in "Hearing Procedures" portion of this Handbook and will submit a decision in writing to the Dean of Students and the accused student.

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##### **Appeals Procedures Conducted by the Appeals Committee**

###### ***First Bullet Point***

- Within forty-eight (48) hours of receipt of the outcome notice, the accused may submit a written appeal via official college email to the Dean of Students based only on the following grounds: a) to determine whether there was a material deviation from the substantive and procedural protections provided in this Code; b) to determine whether the final decision was based on substantial evidence or information; c) the sanctions were too severe; d) to consider new information sufficient to alter the decision or relevant facts not brought out in the hearing. An appeal based solely on any reassertion of innocence will not be considered.