

**Approved By:** President

**Date Approved:** Not Available

- 1. Summary:** This policy establishes official disciplinary actions for violations of the college's *Student Conduct Policy*.
- 2. Rationale:** This policy is necessary to ensure consistent and equitable disciplinary action for violations of the college's *Student Conduct Policy*.
- 3. Entities Affected:** students
- 4. Definitions:** Not applicable
- 5. Policy:** Student disciplinary action for violations of the College's *Student Conduct Policy* are implemented according to the processes and standards laid out in this policy. In cases of sexual and other unlawful harassment, the College's Sexual and Other Unlawful Harassment Policy is to be implemented. In cases of academic dishonesty, the College's Academic Honesty policy is to be implemented.

## **Inquiry**

The Director of Student Services is responsible for the supervision of student conduct and is charged with investigating, processing, and reviewing all alleged violations of College standards and complaints. The Student Development Committee (SDC) serves as the institutional assembly for student judicial matters. This standing committee is chaired by the Director of Student Services and includes three faculty members and two staff members.

The Director of Student Services receives all referrals concerning matters that may become disciplinary cases. A confidential investigation is then conducted to determine if an offense has actually occurred. This preliminary inquiry may include interviews with all parties involved, both on and off campus.

The Director of Student Services may elect to handle the case personally through an informal hearing or may, at his discretion, refer the case to the SDC for a formal hearing. Committee members possess the option to recuse from formal hearings based on conflict of interests with any person(s) involved. A judicial hearing allows for the clarification of charges, evidence, witnesses, and defense. A ruling is formed based on both the preliminary investigations and case evidence presented through the hearing. An official ruling may be postponed, following the hearing, if the case merits further investigation. All cases involving a potential disciplinary dismissal will be referred to the Committee. In both informal and formal hearings, all students will be granted due process.

## **Due Process**

Student rights extend to due process in all disciplinary matters. Students have the right to be properly notified of the suspected offense(s) being investigated and to be properly informed of all judicial proceedings. Students charged with an offense have the right to a fair hearing and to present witnesses and evidence in their defense. Due process also dictates that all students found to be in violation of College standards will receive written notification of disciplinary sanctions and rulings.

## **Appeal**

Students have the right of appeal to the SDC concerning disciplinary decisions of the Director of Student Services. Requests for appeal must be made in writing and submitted to the SDC via the Director of Student Services within ten (10) days of notification from the Student Services Office.

Disciplinary decisions of the SDC may be appealed to the President of the College. Appeal requests must be made in writing and submitted to the President's office within ten (10) days from notification from the SDC. All decisions of the President are final.

## **Records**

The Student Services Office maintains all student conduct records. Such records are property of the College and not open to public access. Notices of disciplinary sanctions are copied and filed within students' permanent academic records.

## **Sanctions**

Conditions and terms of sanctions will be determined on a case-by-case basis. Some disciplinary conditions may include restitution, reconciliation, counseling, campus service, fines, withholding of school records, and avoidance agreements.

Disciplinary sanctions are issued under the following guidelines:

1. All sanctions issued will be in proportion to the nature and degree of the infraction;
2. All sanctions issued will be administered impartially;
3. All sanctions issued will be determined, decided, and administered in a spirit of Christian concern with compassion for the offender; and
4. All sanctions are redemptive toward the offender and designed to produce a positive campus environment.

The following sanctions may be administered.

1. *Conduct Warning*: A Conduct Warning is a written notice given to the student, and filed in his or her academic record, specifying the unacceptable conduct and indicating consequences related to further misconduct. Failure to comply with conditions may incur further disciplinary action.
2. *Disciplinary Probation*: Disciplinary Probation is a specified time period during which the student's attitude and conduct will be evaluated. Special conditions will be established for successful completion of the probationary period. Formal notation of the probation is filed in the student's academic record. Students on probation forfeit all institutionally funded financial aid and may not hold any position of student leadership. In addition, students on probation may be prohibited from some College-sponsored co-curricular activities. Probation for more than two (2) semesters will be grounds for suspension from the College.

3. **Disciplinary Suspension:** Disciplinary Suspension is a specific time period during which the student is suspended from active enrollment and participation in the College and its co-curricular events. Formal notice of suspension is filed in the student’s academic record. Specific conditions are placed on readmission. Consideration for readmission is based on successful completion of all suspension conditions and upon approval from the Director of Student Services. Disciplinary suspension may be imposed during or at the end of a semester and readmission may involve a period of disciplinary probation
4. **Dismissal:** Dismissal constitutes official termination of a student’s relationship with Criswell College. Readmission is normally not granted. Formal notice of dismissal is filed in the student’s academic record.

All students under a disciplinary sanction are held responsible to fulfill any financial obligations to the institution. Students who must withdraw from classes during the semester due to campus disciplinary actions are subject to standard school refund policies (see Criswell College Catalog).

**6. Procedure:**

- a. **Implementation:** The Student Services Office is responsible for maintain procedures by which this policy can be implemented.
- b. **Responsibility for Compliance:** Vice President of Enrollment and Student Services
- c. **Notification:** This policy will be posted on the College’s website and a summary of the policy will be published in the College’s *Student Handbook*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 2.017
Related policies: Student Conduct Policy	

**Policy History**

Version 1.0	Not Available
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