

Approved By: President

Date Approved: October 25, 2023

Effective Date: 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* is implemented according to the processes and standards laid out in this policy. In cases of sexual and other unlawful harassment, the *College's Title IX Policy* is to be implemented. In cases of academic dishonesty, the *College's Academic Honesty Policy* is to be implemented.

Inquiry

The Dean of Students 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 Discipline Committee (SDC) serves as the institutional assembly for student judicial matters. This standing committee is chaired by the Dean of Students and includes three faculty and/or staff members appointed by the Dean of Students.

The Dean of Students 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 Dean of Students 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 themselves from formal hearings based on conflicts of interest 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 throughout 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 SDC. 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 Dean of Students. Requests for appeal must be made in writing and submitted to the SDC via the Dean of Students 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:

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

The following sanctions may be administered.

- *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 the conditions may incur further disciplinary action.
- *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.

- **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 Dean of Students. Disciplinary suspension may be imposed during or at the end of a semester and readmission may involve a period of disciplinary probation.
- **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 disciplinary sanction are held responsible for fulfilling 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 maintaining procedures by which this policy can be implemented.
- b. **Responsibility for Compliance:** Vice President of Student Affairs and Communications
- 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*.
- d. **Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 2.0	Policy number: 2.017
Related policies: Student Conduct Policy, Title IX Policy, Academic Honesty Policy	

Policy History

Version 1.0	Not Available
Version 2.0	October 25, 2023