

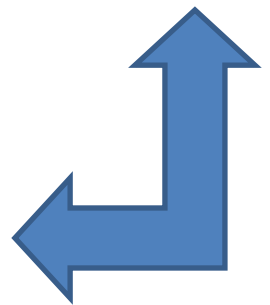
Edmonds Community College Student Conduct Process



Student Conduct Meeting

(Student Conduct Officer)

- Student will meet with Student Conduct Officer to discuss the alleged violations of the student code of conduct. They will be given the opportunity to respond to the alleged violation(s)
- Sanction(s) may be issued if the student is found responsible, based on a preponderance of the evidence
- Student will receive written notification of decision from the Office of the Vice President of Student Services or designee sent to accused student/group within 10 business days
- Student Conduct Officer may take following disciplinary actions:
 - Exoneration
 - Impose disciplinary sanction (See Student Code of Conduct)



Appeal or No Appeal?

Student Conduct Appeals Process

(Student Conduct Review Officer)

Must be filed IN WRITING by the student or group within 21 business days from date of Student Conduct Officer decision letter (see Student Conduct Appeals Process)

Student Conduct No Appeal

Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

Case is CLOSED when all sanctions are completed. Any uncompleted sanctions may result in a hold on registration, hold on transcripts or hold on readmission.

Edmonds Community College Student Conduct | Appeals Process

Student Conduct Written Appeal

- Must be filed IN WRITING by the student or group within 21 business days from date of Student Conduct Officer decision letter.



Written Appeal Contents

- The written appeal should contain the following information:
 - A brief statement as to why the respondent is seeking review.



Student Conduct Appeal Hearing

(Student Conduct Review Officer)

- Student will meet with the college's Conduct Review Officer.
- The student has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
- On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.
- Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.



When does my Case go to Committee from Imposition?

- The imposition of disciplinary suspensions in excess of ten (10) instructional days
- Dismissals
- Discipline cases referred by the student conduct officer, the conduct review officer, or the President.



When does my Case go to Brief Adjudicative Proceedings from Imposition?

- Suspensions of ten (10) instructional days or less
- Disciplinary probation
- Written reprimands
- Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions

Except as provided elsewhere in Student Conduct rules, disciplinary warnings and dismissals of disciplinary actions are final action and are not subject to appeal.

Edmonds Community College

Student Conduct | Brief Adjudicative Proceedings

What is a Brief Adjudicative Proceeding?

- Brief adjudicative proceedings are informal hearings and are conducted in a manner which will bring about a prompt fair resolution



When does a Case go to Brief Adjudicative Proceedings from Imposition?

- Suspensions of ten (10) instructional days or less
- Disciplinary probation
- Written reprimands
- Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions



What Happens in an Informal Hearing?

(Student Conduct Review Officer)

- Each party will be provided an opportunity to be informed of the college's view of the matter and
- Each party will be provided an opportunity to explain the party's view of the matter



Initial Brief Adjudicative Proceedings Decision

(Student Conduct Review Officer)

- The Conduct Review Officer shall serve an initial decision upon both the parties within ten (10) business days of consideration of the appeal
- The initial decision includes:
 - A brief written statement of the reasons for the decision
 - Information about how to seek administrative review of the initial decision



If no request for review is filed within twenty-one (21) business days of service of the initial decision, the initial decision shall be deemed the final decision.

What if I Want the Initial Brief Adjudicative Proceedings Reviewed?

(College President or Designee)

- File a written request for review with the Conduct Review Officer within twenty-one (21) business days of service of the initial decision
- President gives each party an opportunity to file written responses
- President makes inquiries as to whether or not the sanctions should be modified or whether the proceedings should be referred to the Student Conduct Committee for a formal adjudicative hearing
- The written decision on review includes a brief statement of the reasons for the decision; must be served on the parties within twenty (20) business days of the initial decision or of the request for review, whichever is later
- Request for review also may be denied by the President if a disposition is not made within twenty (20) business days after the request is submitted

Edmonds Community College

Student Conduct | Student Conduct Committee

When does a Case go to a Student Conduct Committee from Imposition?

- The imposition of disciplinary suspensions in excess of ten (10) instructional days
- Dismissals
- Discipline cases referred by the student conduct officer, the conduct review officer, or the President



Written Notice of Hearing

- Served NO LESS than seven (7) days in advance of the hearing date
- If all parties agreed, this time can be shortened
- The time can also be lengthened if there is good cause shown



What Happens in a Formal Hearing?

(Student Conduct Committee)

- The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters
- Presentation of potential witnesses and copies of potential exhibits, at least five (5) days prior to hearing date
- Presentation of evidence from the college
- Closing argument by all relevant parties
- Deliberation of findings



Initial Student Conduct Committee Decision

(Student Conduct Committee)

- Includes the following—
 - Findings on all material issues of fact and conclusions
 - Provisions of the student conduct code were violated.
 - Any findings based substantially on the credibility of evidence or the demeanor of witnesses
- Determination and imposition of on appropriate disciplinary sanctions and/or conditions, if any



What if I Want to Appeal the Student Conduct Committee's Decision?

(College President or Designee)

- File a written request for review with the conduct review officer within twenty-one (21) business days of service of the initial decision
- The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must include an argument as to why the appeal should be granted
- The President's review is restricted to the hearing record made before the student conduct committee and is normally limited to a review of issues and arguments raised in the notice of appeal
- The President shall provide a written decision to all parties within forty-five (45) business days after receipt of the notice of appeal
- The President may, at their discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed