

CSCC
Minutes of February 26, 2014

Attendance: Carol Wells, Ryan Boyne, Michell Lin, Jody Ebery, Ann Guarnaccia, Susan Ryan, Ed Conjura, Janice Vermeychuk, Magda Manetas, Nadya Panesofar

Excused: Jim Spencer

Guest: Angela Chong

1. **Minutes** – Minutes from February 12, 2014 were approved.
2. **Alcohol Policy** – Final recommendation sent to Steering and approved by the BOT.
3. **Protection of Children Policy** – Steering has asked for minor rewording and will be sending the Policy back to CSCC.
4. **Student Rights and Freedoms** – CSCC sent final recommendation to Steering. Angela Chong explained that she held back the policy from the BOT to allow more time to validate the policies contained within the Student Rights and Freedoms Policy since so much time has elapsed.
5. **Certificate Policy** – CAP will be sending recommendation to Steering. Awaiting information from CAP.
6. **Student Conduct Code** - Angela Chong briefed the committee on the changes being made to the policy. Policy to be renamed Undergraduate Student Conduct Code. Policy is still being edited and is not ready for CSCC to vet. Angela will let us know when the Policy is ready for review.

Section	Change or Addition	
II. DEFINITIONS B. Student	“ Student ” or “ students ” includes all persons who are accepted for admission to the College, registered for undergraduate courses or maintaining matriculation in an undergraduate degree program at the College, either full time or part time, degree seeking or non-degree seeking, and have an academic record with Primary Academic Web Services (PAWS), the College’s records and registration system. The status of other individuals who participate in College-sponsored or recognized programs will be determined solely at the discretion of the Director of Student Conduct.	
II. DEFINITIONS B. Student	K. “ Protected category ” collectively refers to one or more of the following categories: age , race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.	
III. POLICY A. Authority	The College <i>Student Conduct Code</i> shall apply to student conduct that occurs on College premises, at College-sponsored activities, and off campus including, without limitation, time periods during which classes are not in session or the student is not yet registered for classes and while enrolled or participating in a program of another institution. The Director of Student Conduct has discretion to determine what off-campus conduct will be addressed by the student conduct process. Factors that will be considered include whether the incident is documented by a verifiable source, adversely affects the College community, occurs at a College-affiliated event, or endangers the health or safety of the student or others.	

CSCC
Minutes of February 26, 2014

Section	Change or Addition	
III. POLICY D. Violation of Expectations for Student Conduct	e. Students have an ongoing obligation to notify the College of any arrest or criminal conviction (the "Criminal Charge") within 30 days of the occurrence of the criminal charge by submitting detailed documentation describing the Criminal Charge and the circumstances and event or underlying conduct that gave rise to the Criminal Charge to the Office of the Dean of Students. The Director of Student Conduct will review all such notices and determine the appropriate course of action through established student conduct procedural standards and practices. Failure to report a Criminal Charge within 30 days of occurrence will be considered a violation of expectations for student conduct. f. The College recognizes that an arrest, in and of itself, is not a finding of guilt. However, the College may investigate the event or conduct giving rise to or the circumstances surrounding the arrest to determine whether a Complaint for a possible violation of the Student Conduct Code is warranted and, if so, whether a violation of expectations for student conduct has occurred.	
III. POLICY D. Violation of Expectations for Student Conduct g. Defamation	i. Oral or written publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule; subjects that person to loss of the good will and confidence of others; or so harms that person's reputation as to deter others from associating with him or her. This does not include the good faith documentation of a possible policy violation or good faith journalistic reporting in the absence of negligence or recklessness.	
III. POLICY Violation of Expectations for Student Conduct 5. Compliance with Directives	5. Compliance with Directives a. Failure to comply with directives issued by an identified College official. A directive may be considered any written or verbal mandate. b. Failure to correctly identify oneself at all times and present this information courteously upon request by a College official or law enforcement officer. c. Aiding or assisting another to violate College policy, or acting in any way to further a violation of College policy. Students may be held accountable for the actions of his or her guest.	

CSCC
Minutes of February 26, 2014

Section	Change or Addition	
IV. PROCEDURAL STANDARDS C. Conference D. Informal hearing	<p>C. Conference. The accused student will meet with an assigned hearing administrator for a conference to discuss the grounds for any charges, process, and sanctioning practices. The accused student will select whether he or she will participate in a formal or informal conduct hearing; however, in cases including charges of any violations under the <i>Personal Abuse</i> section of this code, the hearing administrator will determine what type of hearing is appropriate after the investigation is completed and will consider the expressed preferences of both the accused and complaining student and the totality of the circumstances. If the hearing administrator finds that an informal hearing is appropriate, then a different hearing administrator will be assigned. An advisor of the accused student's choice may be present during the conference. If after notice an accused student does not attend a scheduled conference, the hearing administrator may postpone the conference, or review the information available and make a decision on responsibility including assigning any sanctions to the student if deemed appropriate.</p> <p>D. Informal hearing. If the accused student selects an informal hearing the hearing administrator conducting the conference may immediately conduct the informal hearing or schedule the informal hearing to take place within a practical period. However, in the case of a personal abuse charge, if the hearing administrator selects an informal hearing to address any charges, the hearing administrator conducting the conference will assign a different hearing administrator to conduct the informal hearing within a practical period. The accused student's advisor may remain present for the informal hearing, but may not represent the student or address the hearing administrator. The advisor's role is limited to providing support to the student by observing or advising the student outside of the proceeding. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. The hearing administrator may temporarily adjourn the informal hearing if he or she determines that further review or clarification is necessary including, but not limited to, interviewing the complaining party and/or other witnesses.</p>	
IV. PROCEDURAL STANDARDS E. Formal hearing.	<p>E. Formal hearing. If a formal hearing is selected the accused student has the opportunity to select an administrative hearing, a Community Standards Board hearing, or an All College Standards Board hearing. However, in the case of a personal abuse charge, the hearing administrator will select either an administrative hearing, a Community Standards Board</p>	

CSCC
Minutes of February 26, 2014

<p>IV. PROCEDURAL STANDARDS G Summer and End of Academic Year. 1. Minor incident 2. Major incident</p>	<p>G. Summer, End of Academic Year, and Geographically Remote Cases. The following process will apply when incidents occur over the summer and/or incidents that are reported regarding a student who does not participate in courses on the property of the College or incidents that are reported near the end of the spring semester and are unable to be heard before the last week of classes in accordance with the conduct process.</p> <p>1. Minor incident. For a minor incident (where a finding of responsibility would result in a warning and/or educational sanctions), the accused student will be asked to submit a statement in writing regarding the incident that may include statements by any witnesses by a prescribed date. The hearing administrator or board, in conjunction with the incident report form, will consider this statement. The accused student will be notified of the administrator or board's decision via electronic communication. This process will also be utilized to handle such incidents that occur during summer sessions conducted at the College or minor incidents that occur in a geographically remote location. If the accused student wishes to appeal the decision of the administrator or board, he or she must do so within five business days of notification of the decision.</p> <p>2. Major incident. For a more serious incident (where a finding of responsibility may result in a status of pending termination of residency; termination of residency; pending suspension; suspension; or expulsion), the student may choose to respond to the charges in writing (as described above), or to participate in a hearing process in person through existing procedures. The Director of Student Conduct will determine whether this process should take place during the summer/term of geographically remote course or after classes have reconvened in the following semester. For incidents that occur in a geographically remote location, a hearing with the accused student or witness(es) present may occur. All such hearings will take place on the property of the College, and the accused student is financially responsible for any travel costs incurred to attend the hearing. In addition, participation in a hearing by means of technology such as video, telephone, Internet chat may also occur with mutual consent of the accused and complaining students and the Director of Student Conduct.</p>	
<p>IV. PROCEDURAL STANDARDS 14. Degree Revocation</p>	<p>14. Degree Revocation</p>	<p>Is under legal review.</p>

CSCC
Minutes of February 26, 2014

<p>IV. PROCEDURAL STANDARDS 3. Inspection</p>	<p>3. Inspection. Students may request to inspect or view their disciplinary records in accordance with FERPA. To do so, a student should make an appointment with the Director of Student Conduct. Records are not immediately available to students because they must first be reviewed for confidential information regarding other students, and thus may need to be redacted. Upon request, the Office of the Dean of Students will provide students with copies of redacted incident reports, letters, and any forms or receipts in the student's file. Students may make arrangements to review the recording as an element of his or her education record by making arrangements with the Office of the Dean of Students. However, copies or transcripts of any recording will not be provided.</p>
<p>IV. PROCEDURAL STANDARDS K. Leave of absence or withdrawal 2.</p>	<p>2. If documentation of a complaint or incident is brought to the attention of the Office of the Dean of Students after an individual separates from the College, but includes conduct that allegedly occurred while an individual was a student, or conduct that occurred after separation from the College but has an adverse impact on the campus community, the College retains discretion to assign any charges, ban the individual from campus, and/or place a registration hold on the individual's account pending adjudication.</p>