

# Disciplinary Actions

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Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student will have access to established appeals procedures.

## I. General Disciplinary Actions

1. Decisions regarding the following types of disciplinary action are the responsibility of the Vice President, Student Services. Unless the immediate application of disciplinary action is essential, such action will not be taken until the student has had an opportunity to utilize the established appeal procedures found in Procedure, 7.73.1.
  - a. **WARNING** – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
  - b. **TEMPORARY EXCLUSION** – a faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the day following. The faculty or staff member shall immediately report such removal to the college chief executive officer or his/her designee for appropriate action.
  - c. **CENSURE** – The Vice President, Student Services may verbally reprimand a student or may place on record a written statement which details how a student's conduct violates a District or College regulation. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.
  - d. **CANCELLATION OF REGISTRATION** – The Vice President, Student Services may cancel a student's registration in the event of falsification of educational and/or financial records and related documents or for failure to meet financial obligations to the District.
  - e. **DISCIPLINARY PROBATION** – The Vice President, Student Services or his/her designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following:
    1. Removal from any or all College organizations or offices; and/or
    2. of privileges of participating in any or all College or student sponsored activities.
  - f. **RESTITUTION** – The Vice President, Student Services may require a student to reimburse the District for damage or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.
2. Disciplinary action shall not of itself jeopardize a student's grades nor will the record of such action be maintained in the student's academic files.
3. A student subject to disciplinary action has a right to appeal the decision in accordance with Procedure, 7.73.1.

## II. Suspension and Expulsion

1. Suspension is the termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student body or College granted privileges.
  - a. Summary suspension is limited to that period of time necessary to insure that the school is protected from the immediate possibility of violence, disorder, or threat to the safety of persons or property. Summary suspension is not necessarily considered a disciplinary action against the student.
  - b. Disciplinary suspension is a temporary termination of student status and includes exclusion from classes, privileges, or activities for a



- specified period of time as stipulated in the written notice of suspension.
2. The chief executive officer of the college or his/her designee may suspend a student, as deemed appropriate, for any of the following time periods:
    - a. From one or more classes for a period of up to ten days.
    - b. From one or more classes for the remainder of the semester or session.
    - c. From all classes and activities of the college for one or more semesters or sessions.
  3. In cases involving disciplinary suspension:
    - a. The student shall have the opportunity to examine any materials upon which the charges are based.
    - b. The student shall be informed of the nature of the violations and/or actions which constitute the basis for the suspension.
    - c. The student shall be allowed to present evidence refuting the charges to the college chief executive officer or his/her designee.
    - d. A letter explaining the terms and conditions of the suspension shall be sent to the student's address of record. The student's professors/instructors and counselor shall be informed, in writing, of the suspension.
  4. At the end of the term of suspension, the student must obtain an authorization form from the Vice President, Student Services before returning to classes.
  5. A student under suspension at any District College may not enroll in any other District College during the period of suspension.
  6. The chief executive officer of the College shall report all suspensions of students to the Chancellor-Superintendent.
  7. If the suspended student is a minor, the parent or guardian shall be notified in writing by the chief executive officer of the College or his/her designee.
  8. Expulsion of a student is the indefinite termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the college President and the Chancellor-Superintendent. An expelled student shall not be allowed to register in any subsequent semester without the approval of the College President.
    - a. The College President shall forward to the Chancellor-Superintendent a letter of recommendation for expulsion which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).
    - b. The Chancellor-Superintendent shall review the recommendation for expulsion with the Office of County Counsel.
    - c. The Chancellor-Superintendent, as Secretary for the Board, shall forward a letter to the student by certified mail advising him/her of the charges and of the intention of the Board to hold a closed session to consider his/her expulsion. Unless the student requests a public hearing in writing at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in a closed session.
    - d. The student is entitled to be present during presentation of the case and may be accompanied by a representative. If the student chooses to be represented by an attorney, the student must so notify the Chancellor-Superintendent no later than five working days prior to the hearing. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board. The student or his/her representative may cross-examine any witness. The district bears the burden of proof.
    - e. The report of final action taken by the Board in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.

