

Student Disciplinary Process

All students in the three San Mateo County Community College District colleges – Cañada College, College of San Mateo and Skyline – are expected to follow the Student Code of Conduct. If you have been charged with a violation of this Code, then you will be required to follow the colleges' student disciplinary process. The process is outlined in the following steps. More complete information is included in SMCCCD Procedure 7.69.1.

Step 1. Incident Occurs and is Reported

A potential violation of the Student Code of Conduct is reported to the Disciplinary Officer. A fact-finding investigation is conducted to determine whether to pursue an Administrative Hearing or Student Disciplinary Hearing.

Step 2. Administrative Conference and/or Conduct Hearing is Held

- Administrative Conference: The Disciplinary Officer will schedule a meeting with the student and let the individual know of the charges and the basis for them.
- Student Conduct Hearing: A notice of the hearing will be sent with the date, time, and place of the conduct hearing and a statement of the charges against the student. The Conduct Board shall include: one student, one faculty member and one staff member. The Conduct Board will submit a recommendation to the Disciplinary Officer regarding the student's responsibility for violations of the Code of Conduct.

Step 3. Disciplinary Action(s) Recommended to Vice President, Student Services (VPSS)

The VPSS will review the recommendations from the Conduct Board. The recommendations include: 1) if student is responsible for violating the Student Code of Conduct, and 2) if responsible, the recommended sanctions.

Step 4. Written Decision Provided to Student

The student will receive a written notification of the decision.

Step 5. Appeal to the President

If the student chooses to appeal, it must be done within two working days of the receipt of the notice. A student may appeal the decision if there is: 1) new information or 2) due process was not followed. Such appeals shall be in writing and shall be delivered to the Office of the College President. If there is no new information or due process violations, there are no grounds for appeal and the decision stands.

Step 6. Appeal to the Chancellor

If the student chooses to appeal the President's decision, it must be done within five working days of the delivery of

the notice. A student may appeal only if there is: 1) new information or 2) due process was not followed.

Step 7. Appeal to the Board of Trustees

If the student chooses to appeal the Chancellor's decision, it must be done within five working days of the delivery of the notice. A student may appeal if there is: 1) new information or 2) due process was not followed.

