



Student Discipline Procedures

Essential Elements



**Standards of Conduct
BP 5500**



**Student Discipline
Procedures
AP 5520**



Provide prompt and equitable means to address violations of the Student Standards of Conduct



Guarantee due process rights

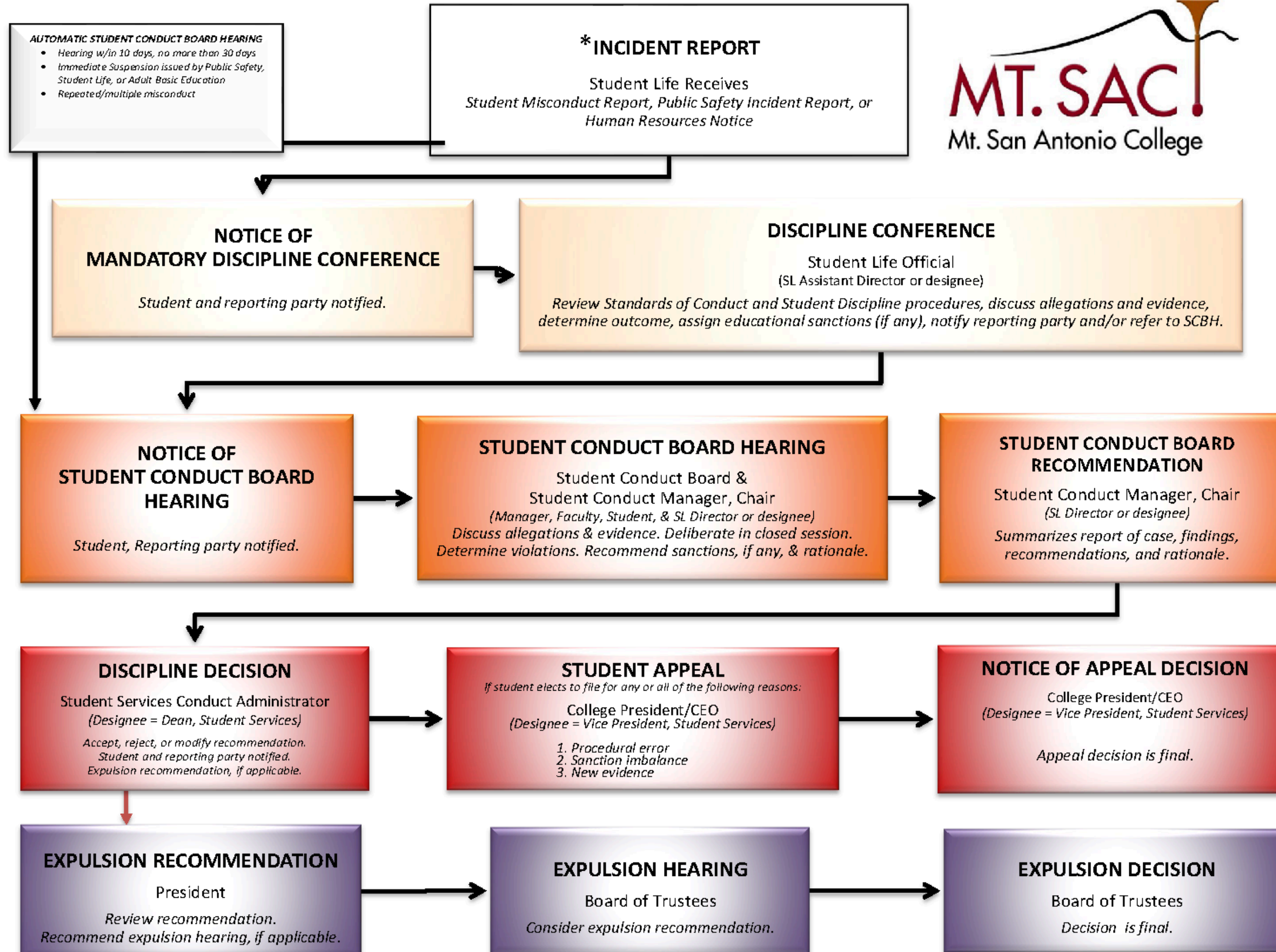


Used in a fair and equitable manner



Not a substitute for criminal or civil proceedings

ADJUDICATION PROCEDURES



*All cases involving sexual misconduct allegations, will be reported to the Title IX Coordinator for assessment and investigation.
Extracted from AP 5520-Student Discipline Procedures.

Updated January 2023

Incident Reports



All Mt. SAC faculty and staff, including student staff, have the ability to submit an incident report regarding an alleged policy violation.

Reports are submitted to the Student Life Office for review and processing.

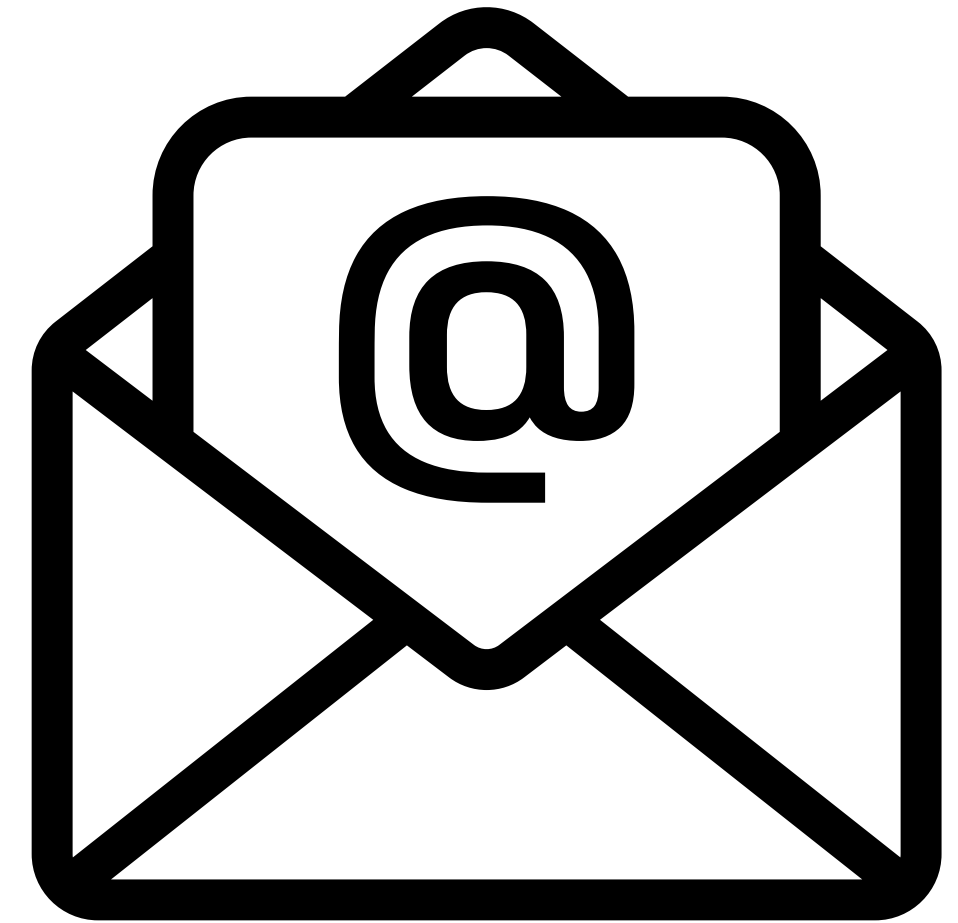
If a student wants to report an alleged violation, they can report to the college's Police & Campus Safety department.

Notice of Disciplinary Conference

A notice will be sent to the student via email, informing them that a report has been submitted.

The notice will include a brief description of the allegation, the college standards potentially violated, and will instruct student to schedule a discipline conference with the Student Life Office.

The student has 5 days to email and schedule their appointment, otherwise a Student Life hold will be placed on their student account.



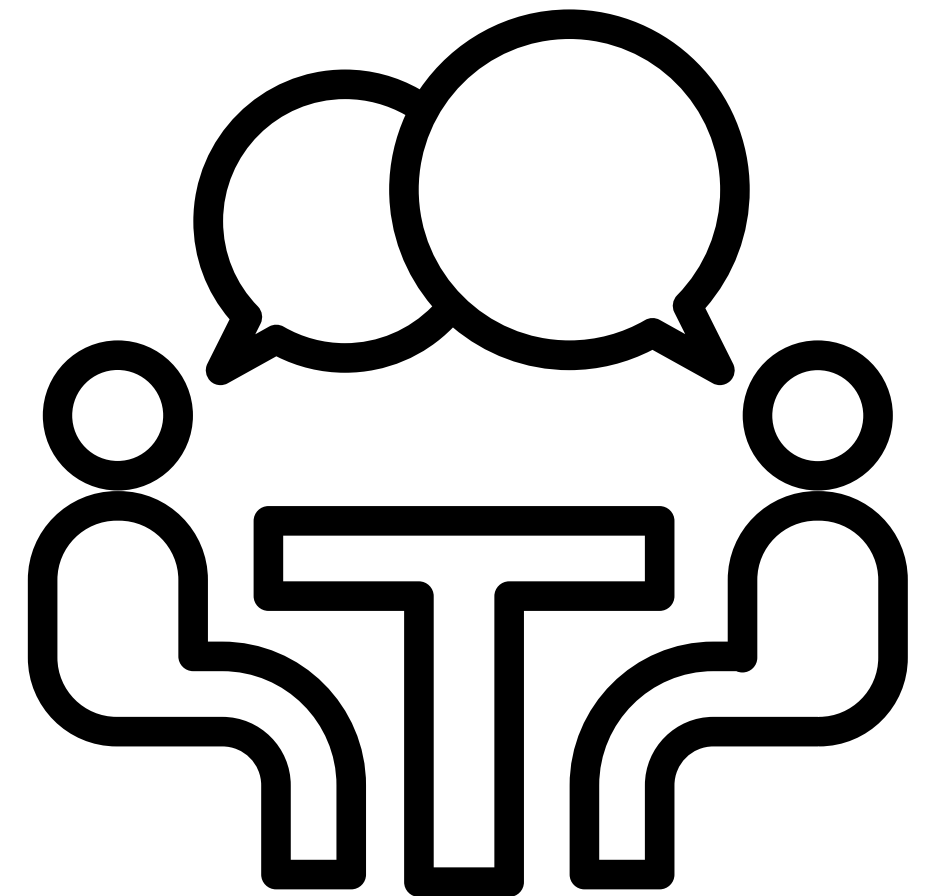
Discipline Conference

A discipline conference is a one-on-one appointment with the Assistant Director of Student Life.

This meeting is an opportunity for the student to share their point of view regarding the allegation

The outcome of the meeting could result in no action, educational sanctions, or a referral to a Student Conduct Board Hearing.

The decision of the Assistant Director is final and cannot be appealed.



Student Conduct Board Hearings

A hearing is consists of a Hearing Chair, who facilitates the hearing, a Hearing Board, who makes a recommendation regarding disciplinary action, and a College Representative, who presents the case to the Board.

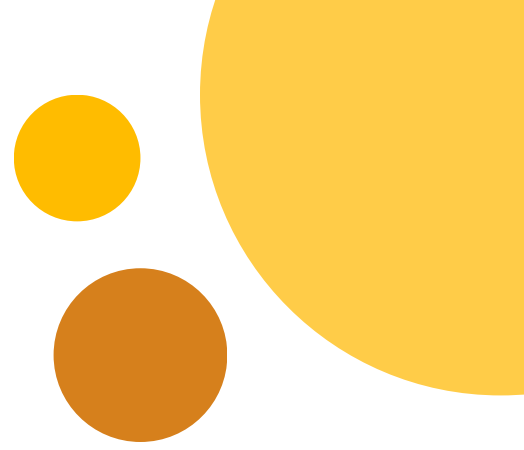


A Hearing Board includes a faculty representative, a management representative, and a student representative.

Hearings take place on Wednesdays at 11:30am in the Student Life Conference Room, and proceed whether or not the student attends.

Accommodations can be made for hearings to occur online via Zoom.

Before the Hearing



At least 10 days prior to the hearing, the student will receive a hearing packet to their Mt. SAC email address which will include the confirmed date, time, and location of the hearing.

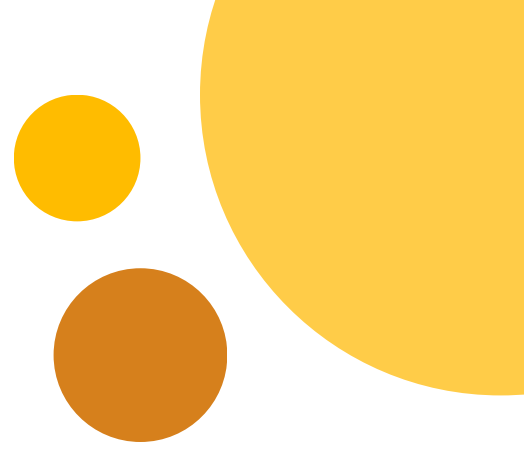
The packet will include all reports, evidence, and materials related to the alleged policy violation(s).

The packet will also include all previous reports if the student has more than one case on file with the Student Life Office.

A copy of the hearing packet will also be given to the hearing board for their review prior to the hearing.

The student must notify the Student Life Office at least 5 days in advance if they have any witnesses, evidence, or if they would like their adviser to attend the hearing

During the Hearing



The hearing chair will begin by explaining the hearing procedures and informing the student that the hearing will be audio recorded.

The hearing chair will then administer an oath to anyone providing testimony. This does not apply to the College Representative.

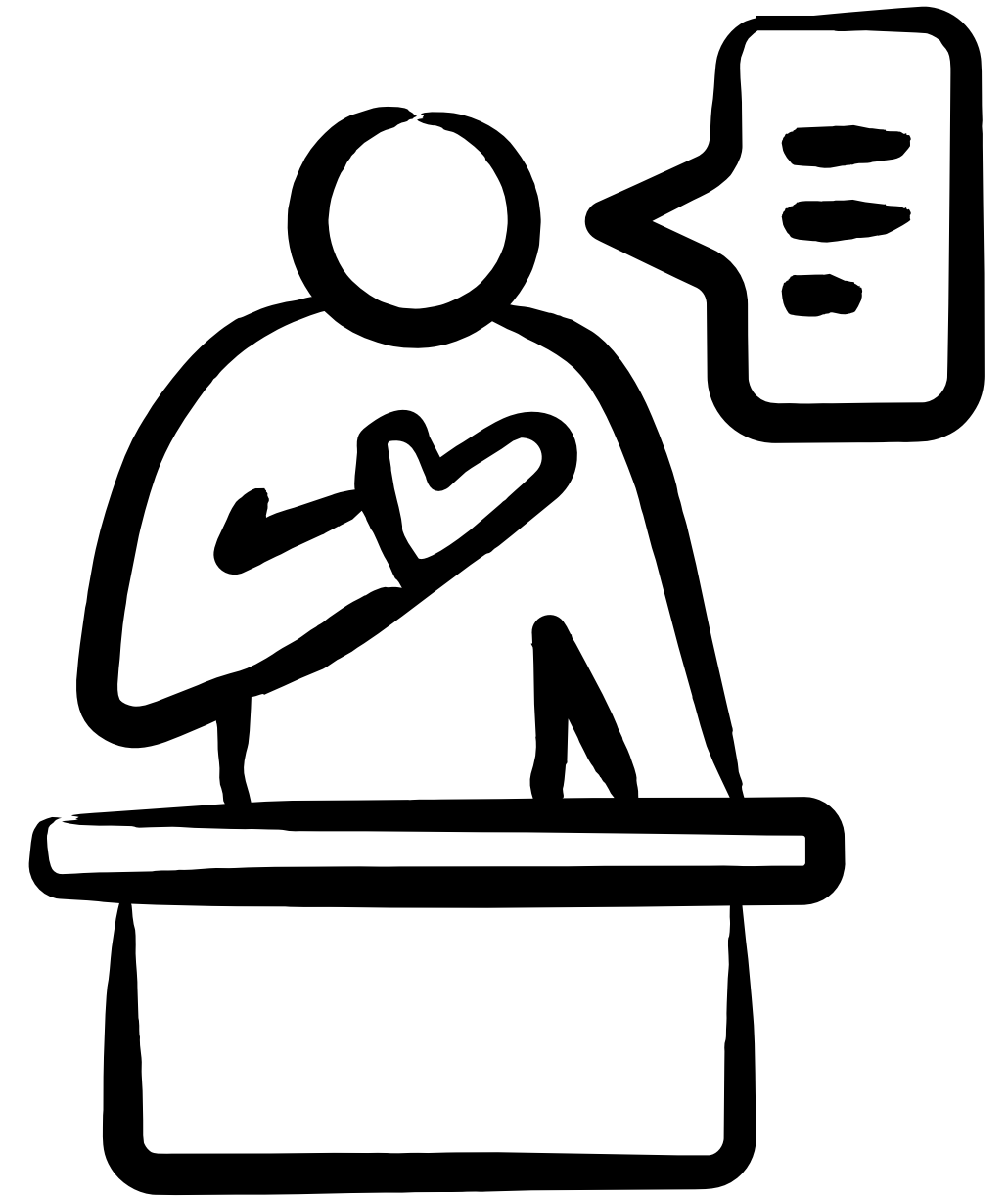
The College Representative will present the case based on the information provided in the hearing packet and may also present testimony and/or evidence. If there is witness testimony, the student will be given the opportunity to cross-examine and ask their own questions.

During the Hearing cont...

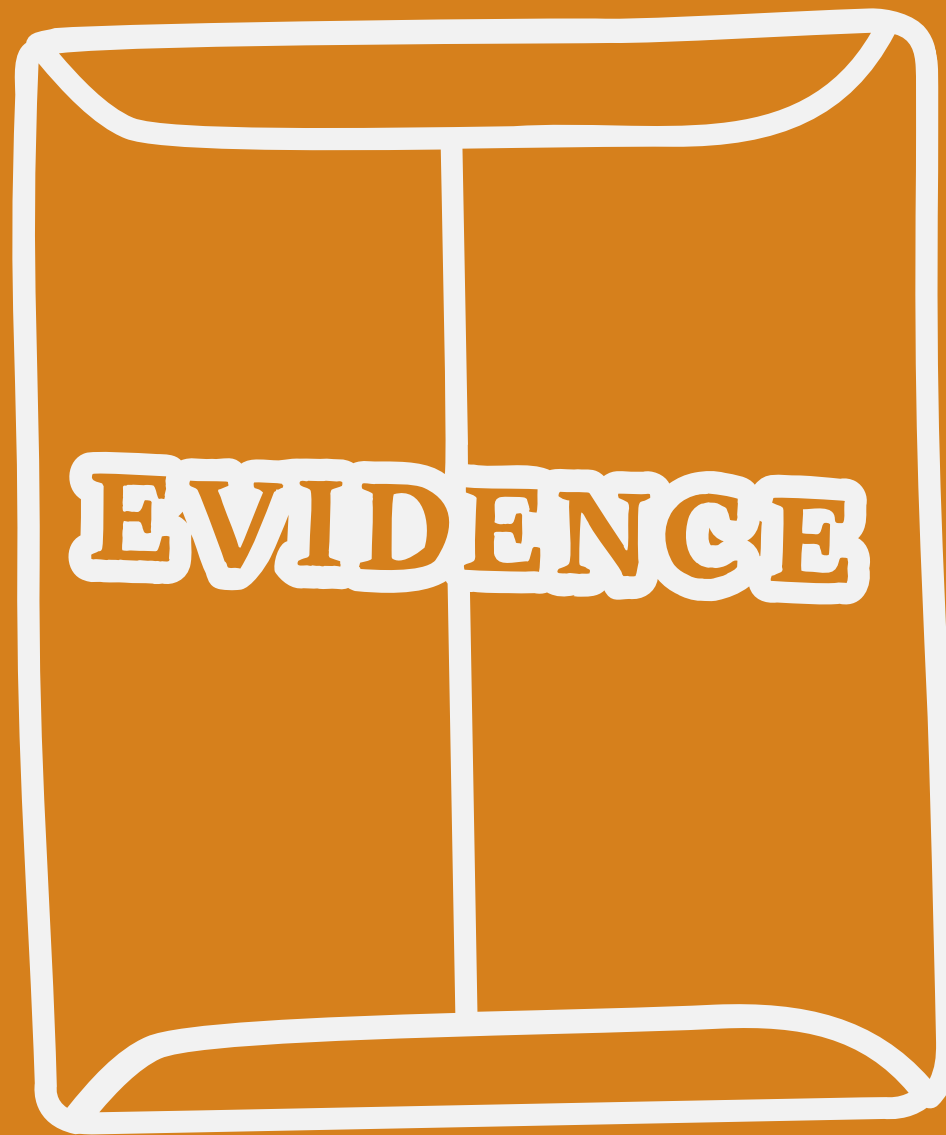
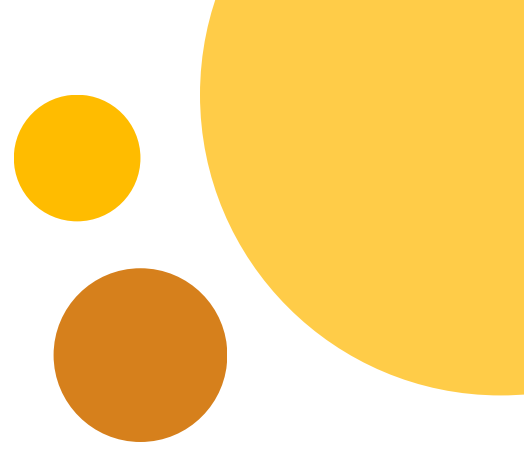
The student will be allowed to provide their own testimony, documentary evidence, and/or their witnesses. Any witnesses the student provides, will be subject to cross-examination by the College representative.

Each witness will be “sworn in” prior to testimony.

Towards the end of the hearing, both the student and the College Representative will be allowed to provide a final statement before being excused from the hearing. Only the hearing chair and board members are allowed to remain for the deliberation process.



Preponderance of Evidence



The college's standard for finding a student responsible for a violation is "preponderance" which means "more likely than not" that there was a violation. Or is there at least 51% certainty that a violation occurred.

The legal courtroom standard of "beyond a reasonable doubt" does **not** apply here.

This standard applies to *both* Student Conduct Board Hearings and Discipline Conferences.

After a Hearing



The hearing chair will type a summary outlining the board's determination and recommendation.

The recommendation will be sent to the Student Conduct Administrator (SCA) for a final decision.

The SCA has the ability to accept, reject, or modify the board's recommendation.

Within 20 business days after the hearing, the student will receive a written letter via email, which will outline the final disciplinary outcome. The decision could result in no action, educational sanctions, suspension, or expulsion.

The decision letter will also include information regarding appeals.

Submitting an Appeal

The student may appeal the findings and/or sanctions only under one or more of the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the Hearing.
- There is substantial imbalance between the sanction issued compared to the violation finding.
- To consider new critical evidence that despite due diligence was unavailable or unknown at the time of the Hearing.

The appeal is reviewed by the College's Vice President of Student Services or their designee, and a decision is emailed to the student within ten (10) days of receipt of the written appeal.

All appeal decisions are final.

Thank You

For Your Attention

Contact Us



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