
AP 5500 Standards of ConductReference:**Ed Code Section 66300****A. Scope of Removal and Suspension**

1. A faculty member may remove a student from class up to two consecutive class meetings for "good cause." An administrator or classified staff member may remove a student from an area under his or her supervision for up to 48 hours for "good cause." If, in the opinion of the faculty member, administrator, or classified staff member, the cause for the student's removal from the class or supervised area is such that additional steps are necessary or administrative action is required, the faculty member, administrator, or classified staff member shall immediately provide a written report of the reasons for the action and a recommendation for further action to the Vice President of Student Services. The Vice President of Student Services will provide a copy of the faculty member's report and recommendation to the appropriate Division Chairperson, Director, or other responsible manager. A faculty or staff member may not remove the same student from a class more than once in any six class meetings or from another supervised area more than once in any two week period without reporting the removal to the Vice President of Student Services.
2. Faculty members identifying cases of academic dishonesty may enter a failing grade for the assignment or exercise in question, enter a failing grade for the entire course after the last date to drop the class, impose other penalties in terms of grade, additional coursework, or other exercises, or refer the matter to the Vice President of Student Services with a recommendation for further action, including the possibility of suspension from the college. Faculty members referring a matter to the Vice President of Student Services should complete an Academic Dishonesty Report Form. Students shall be notified by certified mail that an Academic Dishonesty Report Form has been filed, and shall have the opportunity to review and/or respond within ten (10) days of receipt of notification.
3. The Vice President of Student Services and/or the Superintendent/President may suspend a student for "good cause."
 - a. The length of the suspension may be:
 1. From one or more classes, laboratories, buildings, or other specific areas of the college for one or more days, up to and including the remainder of the school term.
 2. From all classes and activities of the community college for one or more terms.

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- b. The Superintendent/President shall report on suspension of students to the Board of Trustees on a regular basis.
 - c. The Superintendent/President or the Vice President of Student Services may impose a lesser action than suspension, if warranted.
4. The Vice President of Student Services shall notify the faculty or staff member and the appropriate administrator of action taken with regard to any student referred to the Vice President of Student Services by a faculty or staff member under this Policy.

In matters of academic dishonesty, if a faculty member wishes to appeal the action of the Vice President of Student Services, he or she must submit a request to the Student Personnel and Conduct Committee within five (5) days of receipt of notification of the action taken by the Vice President of Student Services.

B. Due Process for Removal and Suspension

To insure due process and a right to appeal in the disposition of any student removal or suspension, the following process is established. The student may seek procedural consultation from the Associated Student Body (ASB) Senator of Student Advocacy. The student shall represent himself or herself, or a person of the student's choice may present on behalf of the student at the hearing if the student has provided to the Student Grievance Coordinator, at least two (2) days in advance of the hearing, evidence which clearly demonstrates an inability to represent him or herself. The student and the district shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student is permitted to be represented by an attorney, the college representative may request legal assistance through the Office of the President. The hearing panel may also request legal assistance through the Office of the President; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it. (Alternate processes are established to address clinical and professional discipline for students in the Health Science Programs and to address professional discipline for students in the Law Enforcement Programs.)

- a. If a student wishes to appeal the action imposed by the Vice President of Student Services or request legal representation, the request must be filed in writing with the Student Grievance Coordinator within five (5) college days of receipt or refusal of certified notification.
- b. The Student Grievance Coordinator will convene a meeting of the Student Personnel and Conduct Committee within ten (10) college days of the request for appeal.

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- c. The Vice President of Student Services may request assistance from the district's legal counsel if complex legal issues are involved.
 - d. The Student Grievance Coordinator shall be present at the hearing. The Associated Student Body (ASB) Senator of Advocacy or a person of the student's choice may attend the hearing as a non-participant at the invitation of the grievant.
 - e. A person of the student's choice may present on behalf of the student at the hearing if the student has provided to the Student Grievance Coordinator, at least two (2) days in advance of the hearing, evidence which clearly demonstrates an inability to represent him or herself.
 - f. Neither the district or the student shall be represented by an attorney unless, in the judgment of the hearing committee or the Vice President of Student Services, complex legal issues are involved. If the student consults with an attorney, it shall be at their own expense.
 - g. The student shall have access to all printed materials at least five (5) days in advance of the hearing.
 - h. The student and the Vice President of Student Services have the right to present written and/or oral statements.
 - i. The Student Personnel and Conduct Committee will consider all available evidence pertaining to the appeal.
 - j. The student and the Vice President of Student Services must be present at the hearing. Other involved parties including faculty and staff may be present at the hearing.
 - k. The Student Personnel and Conduct Committee has the authority to uphold the action, revoke the action, or impose a different action (within the scope of suspension).
 - l. The involved parties will be notified by the Student Grievance Coordinator within three (3) college days of the Student Personnel and Conduct Committee decision. A transcript of the proceedings shall be kept by the Vice President of Student Services in a confidential file.
1. If the student, the faculty member in cases of academic dishonesty, or the Vice President of Student Services wishes to appeal the decision of the Student Personnel and Conduct Committee, then that party must submit a request to the

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Superintendent/President for a review of the decision within five (5) college days of receipt or refusal of certified notification. The Superintendent/President will review the entire record of the proceedings and may reject, accept, or modify the Student Personnel and Conduct Committee's decision. The Superintendent/ President's disposition of the matter shall be final.

C. Scope of Expulsion

1. The Vice President of Student Services may recommend to the Superintendent/President expulsion of a student for "good cause."
2. Within five (5) days after receipt of the Vice President of Student Services' recommendation for expulsion, the College Superintendent/President shall decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

D. Due Process for Expulsion

1. To insure due process and a right to appeal in the disposition of student expulsion, the following process is established. The student may represent himself or herself, or may have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the Superintendent/President, complex legal issues are involved. If the student is permitted to be represented by an attorney, the Board of Trustees may request legal assistance through the Office of the Superintendent/President.
 - a. The Board of Trustees shall consider any recommendation from the College Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the Superintendent/President's recommended decision.
 - b. The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with sections 1c, 1d, and 1e.
 - c. The student shall be notified in writing, by registered or certified mail, at least three (3) days prior to the meeting, of the date, time, and place of the Board's meeting.
 - d. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held as a public meeting.

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- e. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

- f. The Board may accept, modify or reject the findings, decisions and recommendations of the college Superintendent/President. If the Board modifies or rejects the Superintendent/President's decision, the Board shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final.

- g. The final action of the Board on the expulsion shall be reported at a public meeting, and the result of the action shall be part of the public record of the District.

- h. On behalf of the Board of Trustees, the Superintendent/President will notify the student in writing by registered or certified mail within 48 hours of the Board of Trustees' decision.