

## Handling Student Discipline Issues

The purpose of this document is to provide a compilation of administrative policy relative to student discipline. Complete Board Policies and Administrative Policies should be consulted for full text descriptions. Should you have specific questions about student discipline issues or procedures, contact your division dean or area manager.

- 1) Plagiarism, Cheating or other infractions of academic honesty
  - i) Instructor notifies student of plagiarism within 10 days of the incident, and student fails that assignment (AP5500, 2.18)
  - ii) Instructor completes and signs the Student Discipline Incident Report
  - iii) Instructor sends incident report to area dean
    - (1) First Offense: Dean will:
      - (a) Confer with the student, **or**
      - (b) Refer student to VP of Student Services, **or**
      - (c) Make other recommendation, **and**
      - (d) Send signed report of incident to VP of Student Services
      - (e) VP of Student Services sends letter to student with copy to Dean
      - (f) VP of Student Services maintains file of incident reports
    - (2) Second Offense: Dean will:
      - (a) Follow (1),(a) thru (d) noted above
      - (b) VP of Student Services will request appointment with student to determine appropriate action in accordance with NOCCCD Board and Administrative Policies (student may be suspended from college for second offense of the Standards of Student Conduct; BP 5500; AP5500, 2.19)
- 2) Disruptive Behavior—behavior which interferes with the instructional, administrative or service functions of the College
  - i) Inside class
    - (1) Instructor selects a response based on the level of disruption
    - (2) Instructor calls Campus Safety immediately if student presents a danger
    - (3) Otherwise, instructor may ask student to leave (AP 5500, 3.1.1)
      - (a) Removal by instructor may be for maximum of two consecutive class sessions, which shall be the day of the removal and the next class meeting
      - (b) Instructor immediately notifies student of removal and reason for removal and notifies appropriate division office
      - (c) Instructor completes student incident report and forwards to area dean
      - (d) Within 10 days of incident, area dean meets with student and, at conclusion of meeting, sends signed student incident report to Vice President of Student Services (AP 5500, 3.1.2)
  - ii) Outside of class
    - (1) Faculty, staff or administrator determines type of disruption
    - (2) Faculty, staff or administrator will call Campus Safety immediately if student presents a danger
    - (3) Faculty, staff or administrator refers student to either manager or area dean
    - (4) If disruptive behavior persists, the student will be referred to the Dean of Student Support Services
    - (5) Dean of Student Support Services maintains files for outside of classroom disruptive behavior if meeting with student is final action.
    - (6) If further disciplinary action is required, Dean of Student Support Services will make a recommendation to VPSS who will notify student of disciplinary action.