



## **Rules of Proceedings for Student Conduct Committee**

Consistent with Triton College Board Policy 5105, the Student Conduct Committee is appointed annually by the Vice President of Enrollment Management and Student Affairs. The Student Conduct Committee is called when the Dean of Students or designee finds a student's violation(s) of the Triton College Code of Conduct/Triton Trust leads to assigned sanctions resulting a restriction of privileges and/or suspension of more than five school days and/or dismissal. Upon receipt of a recommendation from the Dean or designee, the Student Conduct Committee shall conduct a hearing at which the Dean will, and the student may, participate. Hearings may take place during breaks in the academic calendar if necessary.

The Student Conduct Committee shall be appointed annually by the Vice President of Enrollment Management and Student Affairs. The Committee shall consist of a pool of ten members, five of which shall be currently enrolled students in satisfactory academic status and five of which shall be College employees. Hearings shall have at least three members present of the Student Conduct Committee and always an odd number of members. The Chair of the Student Conduct Committee for each hearing will be selected by the Vice President.

The following set forth the rules of the processing for the Student Conduct Committee, as required by Triton College Policy 5105, Student Code of Conduct/Triton Trust.

1. Each party will be informed of the hearing, in writing, no less than two (2) business days prior to the hearing. The notification shall include date, time, and place of the hearing and shall detail the specific act of misconduct resulting in the hearing. The parties may waive the right to written notification if necessary.
2. Immediately prior to the meeting, the committee members will have access to documentation and supportive information and a list of the complainant, harmed parties, and witness if needed. The designated Chair or Vice Chair of the committee will conduct the hearing.
3. The meeting will begin by having the Dean or designee present the violation(s) against the student and explain the details within the documentation. The Committee members may ask the Dean or designee the questions during this time. The Dean or designee is not present for respondent's explanation of events.
4. The respondent has the opportunity to describe to the Student Conduct Committee what has happened and offer evidence in support of the respondent's position. The Committee may ask the respondent questions at this time. Only respondents currently engaged in a court case related to the alleged violation may have a person present in the role of an advisor. A preponderance of the evidence (i.e., more likely than not) shall be the degree of proof required for determining if a violation has occurred.
5. The complainant, harmed parties, and witnesses as determined by the Dean or designee should be available during the hearing. The Student Conduct Committee may ask questions of the complainant, harmed parties, and/or witnesses during the hearing. Questions to the complainant, harmed parties, and witness are not to be asked outside the designated time of the hearing. For reasons of safety and well-being, as well as maintaining due process, the respondent and complainant and witnesses are not in the same room through the conduct proceedings.
6. The Dean or designee shall have the opportunity to respond to questions after the hearing from the respondent and complainant/harmed parties/witness if asked questions. The student respondent shall have the opportunity to respond to further questions from Committee members if dialogue took place with the complainant, harmed parties, and/or witnesses.

7. After the response to the violation(s), the Student Conduct Committee will meet in closed session to determine responsibility without the Dean or designee present. The Student Conduct Committee may invite the Dean or designee to return to the hearing for more questions. Further questions to the respondent, complainant, harmed parties, and witnesses should be avoided once closed session begins.
8. The Student Conduct Committee is to determine if violations of the Student Code of Conduct/Triton Trust have occurred and assign appropriate sanctions. The Student Conduct Committee will determine responsibility and sanctions by the simple majority of votes of those present. If the student respondent is found not responsible, no further action is needed and the case will be closed. The Student Conduct Committee chair will communicate the case outcome and sanction(s) by sending a letter to the respondent within two (2) working days of the end of the hearing. Information of the appeal process will also be included in the letter as outlined in Board Policy 5105.

The decision of the Student Conduct Committee is considered final, and the decision is effective immediately unless appealed to the Vice President. Sanctions are intended to hold students accountable for code violations and deter students from engaging in inappropriate behavior. Appeals to the Vice President must be submitted within five (5) calendar days of receipt of the Student Conduct Committee's decision. Any retaliation of any parties as a result of the decision is prohibited and may be adjudicated for sanctions. Board Policy 5105 outlines criteria for appeals.