

Community College *of* Philadelphia

AGENDA
Institution-Wide Committee
Monday, April 23, 2012
2:30 p.m.
I.A.S. Boardroom, M2-1

- I. Call to Order**
- II. Attendance**
- III. Approval of Minutes**
 - (a) March 26, 2012
- IV. Old Business**
- V. New Business**
 - (a) Revision to Article III Section 2 of the Student Code of Conduct
(Submitted by the Dean of Students)
 - (b) Revision to Article IV of the Student Code of Conduct
(Submitted by the Dean of Students)
 - (c) Proposed Involuntary Leave of Absence Policy
(Submitted by the Dean of Students)
- VI. Adjournment**

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday March 26, 2012
2:30 p.m.
Isadore A. Shrager Boardroom
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

Committee Members Present

Faculty: Richard Keiser, Pascal Scoles

Administration: Judith Gay, Samuel Hirsch, Sharon Thompson

Students: Jennifer Kirby, Earl Weeks

Alternates and Delegates Present

Faculty: Mary Ann Yannuzzi (voting)

Administration: Jane Grosset (voting)

Guests Present

Jody Bauer

I. Call to Order

The meeting was called to order by Earl Weeks.

II. Approval of Minutes

The minutes of February 27, 2012 were approved with one abstention.

III. Old Business

(a) Policies and Procedures Memorandum #307 Review

Jody Bauer introduced the proposed changes to Policies and Procedures Memorandum #307 – Acceptable Use Policy for Interactive Systems (AUP). Jody Bauer said that the main reason for the policy is to protect the College's brand. She also stated that the College does not monitor social media sites. Jody Bauer stated that she and the Technology Coordinating Committee responded to the questions that the Institution Wide Committee asked about the proposed revision. She mentioned that the clarification distributed to the IWC has an erroneous last sentence. The question for clarification was: "Should there be a separate policy versus adding to the current policy?"

The clarification should state: "This has already been debated. The Social Media section within AUP is intended to handle the broad issues that pertain to legal and responsible computing within the campus environment."

The statement that should be deleted is: “A separate policy specific to SM may be developed at some point which would in my opinion be more of a set of Guidelines.”

Suggestions from IWC members were: (1) change the revised date of the document to reflect the actual date of the revision; (recognize that a proposal to change the name of Policies and Procedures Memorandum 3 has been submitted so the document may need to be changed to reflect that; and (3) consider just using the numbers of the Policies and Procedures mentioned in the document.

Motion: Recommend acceptance of the revision to Policies and Procedures Memorandum # 307 (Thompson/Keiser).

Action: Nine in favor. Motion approved.

IV. New Business

None

V. Adjournment

The meeting was adjourned at 2:43 p.m.

Community College of Philadelphia
Student Code of Conduct

Proposed Revision to Article III, Section 2

Conduct – Rules and Regulations

Any student found to have violated the Student Code of Conduct including, but not limited to, the following is subject to the disciplinary sanctions outlined in Article IV:

Abuse of the College’s Judicial System

Abuse of the College’s Judicial System is prohibited. Abuse includes, but is not limited to, the following:

- i. Failing to obey the summons of a judicial body or College official.
- ii. Falsifying, distorting, or misrepresenting information before a judicial body.
- iii. Disrupting or interfering with the orderly conduct of a judicial proceeding.
- iv. Instituting a judicial proceeding knowingly without cause.
- v. Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
- vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- vii. Harassing (verbally or physically) and/or intimidating a member of a judicial body prior to, during, and/or after a judicial proceeding.
- viii. Failing to comply with the sanction(s) imposed under the Student Code.
- ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Aiding and Abetting

Aiding and abetting in the violation of College rules is prohibited. Anyone who aids or abets in the violation of College rules or who encourages the violation of rules may be considered just as responsible as the actual violator or offender and may be subject to the same sanctions as the actual offender. This includes, but is not limited to, students who are in the presence of others using alcohol or drugs in violation of College policy, even if they are not using alcohol or drugs themselves. Students are expected to promptly report conduct or activity which poses a danger to the community or its members.

Alcohol

The possession, use, manufacture, or distribution of alcohol while on College property, while participating in any College-sponsored activities or while conducting College business off-campus is prohibited except as expressly permitted by the law and College regulations. Public intoxication is also prohibited.

Arson

Purposely attempting to set fire or burn any College building, furnishings, equipment or personal property is prohibited.

Assembly

Free and open assembly is permitted subject to reasonable time, place, and manner restrictions.

For the purposes of this code, assembly is defined as an individual or group organizing for the purpose of communication. Use of College space should be requested through established facility reservation procedures. Student groups and organizations should request such use through the Student Life Center. Failure to adhere to the College's procedure regarding Assembly is prohibited.

Bomb / Bomb Threat

Placing an explosive device or intentional imitation of such a device or threatening the placement of explosive devices on any College property, including surrounding areas, is prohibited.

Contracts

Students are prohibited from entering into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

Damage or Destruction of Property

Intentionally destroying or damaging College property or property of others on College premises or at College-sponsored activities is prohibited.

Discrimination/Harassment

Discrimination based on race, color, ethnic or national origin, sex, sexual orientation, gender, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. No student shall engage in discrimination/harassment of another student, faculty, or staff member. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this policy, whether or not discrimination or harassment occurred.

Dishonesty

Acts of dishonesty are prohibited. Dishonesty refers to, but is not limited to, cheating, fabrication, obtaining an unfair advantage, furnishing false information to any College official, faculty member or office, unauthorized access to computerized systems, and tampering with the election of any College-recognized student organization.

Disorderly Conduct

Disorderly conduct is prohibited. Disorderly conduct consists of behavior that is disorderly, lewd, or indecent; involves a breach of the peace; or aids, abets, or procures another person to breach the peace on College premises or at functions participated in or sponsored by the College. Disorderly conduct includes:

- i. College activities, on or off-campus, in all locations.
- ii. Authorized non-College activities, occurring on College property.

Failure to Comply

Failing to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested is prohibited.

False Alarms or Falsely Reported Fire Alarms

Setting, reporting or causing a false fire alarm is prohibited.

Fire-Protection Equipment

Tampering with or possessing College fire-protection equipment, including fire extinguishers, hoses, exit lights, smoke detectors, and alarm systems is prohibited.

Forgery

Forging, altering, or misusing any College document, record, or instrument of identification is prohibited.

Gambling

Gambling or holding a raffle or lottery on the campus or at any College function without proper College and other necessary approval is prohibited.

Hazing

Hazing, defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a College-sponsored group or organization is prohibited.

Illegal Drugs

The unlawful possession, use, or distribution of drugs, illegal or unauthorized prescription drugs, or drug paraphernalia is prohibited on College premises. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. In addition to College sanctions, students may be subject to federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. Where appropriate or necessary, the College will fully cooperate with law enforcement agencies.

Obstruction of Pedestrian or Vehicular Traffic

Obstructing the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions is prohibited.

Obstruction of Teaching

Disrupting or obstructing class is prohibited. Classroom disruptions are defined as behaviors that continue after a warning and which a reasonable faculty member would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples may include, but are not limited to: unauthorized use of cell phones, pagers, portable CDs, electronic games, and all other electronic devices in the classroom; persistent speaking without being recognized; talking with classmates while the faculty member (or another student who has the floor) is talking; entering class late; leaving class early; or leaving and returning to class while class is in session without permission.

Physical/Verbal Abuse

Physically abusing, assaulting, or verbally abusing any person is prohibited.

Posting Policy

The posting of flyers is allowed only in designated areas and in accordance with the processes and procedures as outlined by the Student Life Center. Failure to follow this policy is prohibited.

Retaliation

Retaliation against any individual for filing a complaint in good faith, or for assisting in the investigation of such complaint is prohibited.

Sexual Harassment

Sexual harassment is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of a favorable course grade or other academic decisions;
- ii. Submission to or rejection of such conduct by an individual is used as a basis for grades or other academic decisions affecting such individual; or
- iii. Such conduct has the purpose or effect of substantially interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive academic environment.

Smoking

Smoking is prohibited in any building including classrooms, gymnasium, restrooms, laboratories, or other internal spaces on campus.

Solicitation

No individual or company may solicit or sell on campus for personal gain. Use of campus property to solicit donations, make sales, or recruit is restricted to the College, College-recognized organizations, departments, and College-sponsored programs and activities. Prior approval must be obtained from the office under whose jurisdiction the organization or the department operates. Failure to follow these rules is prohibited.

Technology

Abuse of the College's technology is prohibited. Violations consist of theft and/or other abuse of computer time, including but not limited to:

- i. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- ii. Unauthorized transfer of a file.
- iii. Unauthorized use of another individual's identification and/or password.
- iv. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
- v. Use of computing facilities to send obscene, abusive, or threatening messages.
- vi. Use of College computers to visit lewd and indecent web sites except for educational purposes.
- vii. Use of computing facilities to interfere with normal operation of the College

computing system.

Theft and/or Possession of Stolen Property

Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or removing or using College property for personal, political, or social purposes without authorization or permission is prohibited.

Threatening Behavior/Harassment/Bullying

Threatening, intimidating, harassing, bullying, coercing and/or engaging in other conduct which is threatening or endangering to the health or safety of any person is prohibited.

Trash

No student shall deposit, dump, litter, or otherwise dispose of any refuse on College property, except in duly designated refuse depositories.

Unauthorized Possession

Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises is prohibited.

Vandalism

All acts of vandalism are strictly prohibited and will not be tolerated on College property.

Violation of College Rules and Regulations

Violating published College policies, rules or regulations is prohibited.

Violation of Federal, State, or Local law

Violating federal, state, or local law on College premises or at College-sponsored or supervised activities is prohibited. All students are subject to the laws of the Commonwealth of Pennsylvania and the City of Philadelphia. Any violations while on campus or on College-sponsored activities will result in disciplinary procedures, which may include the involvement of local authorities.

Weapons/Dangerous Chemicals

Illegal or unauthorized possession of firearms, explosives, knives, other weapons, or dangerous chemicals on College premises or College-sponsored or supervised activities is prohibited. Authorization may be granted or denied by the College.

Community College of Philadelphia
Student Code of Conduct

Proposed Revision to Article IV

Article IV: Judicial Policies

1. Charges and Hearings

- a.) Students are expected to abide by College rules and regulations both inside and outside the classroom. The College believes that a strong system of disciplinary procedures that includes both formal and informal approaches will facilitate reporting, and resolution of, complaints.
- b.) Any member of the College community may file charges for misconduct against any student. Charges should be submitted as soon as possible after the event takes place, preferably within 24 hours of the occurrence. Unless warranted by exceptional circumstances, the submitting of charges shall not exceed 30 days.
- c.) The Judicial Affairs Officer may conduct an investigation to determine whether the charges have merit and/or whether they can be disposed of administratively by mutual consent of the parties involved through an informal disciplinary procedure. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Affairs Officer may later submit the case to the Judicial Hearing Committee for a formal hearing.
- d.) In the event of a major incident, the Office of Security should be contacted immediately. Security shall investigate the incident to determine the best course of action. Security shall submit an incident report as soon as possible after the event takes place, preferably within 24 hours of notice of the occurrence.
- e.) All charges shall be presented to the accused student in writing. A time shall be set for a hearing, normally, not less than five (5) nor more than fifteen (15) school weekdays after the student has been notified. The time limits for the scheduling of hearings may be extended at the discretion of the Judicial Affairs Officer. A student may request to waive the minimum time limit of five (5) school weekdays in order to have a hearing sooner, but must do so in writing.

2. Informal Disciplinary Procedures

- a.) Informal disciplinary procedures are appropriate when all parties involved voluntarily agree to engage in a conciliation and mediation process.
- b.) Informal procedures shall include resolution of the incident, including appropriate sanctions.
- c.) When a resolution is reached that is satisfactory to all concerned parties (complainant, the charged student, and Judicial Affairs Officer), the disciplinary process shall be terminated. However, if a case cannot be resolved satisfactorily through the informal disciplinary procedures, it shall be forwarded to the Judicial Hearing Committee for a formal hearing.
- d.) Whenever appropriate, minor violations committed on College property or during off campus College-sanctioned events shall be dealt with through an informal disciplinary process.
- e.) Depending on the incident, the Judicial Affairs Officer may either meet with the complainant and the charged student to resolve the issue or refer the student to a member of the Community College of Philadelphia counseling staff for mediation.

3. Formal Hearings

- a.) Formal hearings shall be conducted by the Judicial Hearing Committee according to the following guidelines:

- i. In hearings involving more than one accused student, the Chairperson of the Judicial Hearing Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - ii. The complainant and the accused have the right to be assisted by any advisor they choose, including designated advisors from the College. The advisor may be an attorney; in such cases, the individuals engaging such advice are responsible for any expenses that they incur. Whenever the complainant and/or the accused decide to have representation at the hearing, he/she must inform the Judicial Affairs Officer at least seventy-two (72) hours prior to the scheduled hearing. The complainant and/or the accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. If the advisor attempts to directly participate in the hearing, the advisor shall be directed to leave. If he/she refuses, the hearing shall be discontinued and adjudication left to the discretion of the Judicial Hearing Committee, as applicable.
 - iii. The complainant and the accused shall have the privilege of presenting witnesses and engaging in reasonable examination by directing questions to the Chairperson at the judicial hearing. Members of the Judicial Hearing Committee may also engage in the questioning of the parties and witnesses and may also consider evidence from other witnesses and interested parties.
 - iv. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Judicial Hearing Committee at the discretion of the Chairperson.
 - v. All procedural questions are subject to the final decision of the Chairperson of the Judicial Hearing Committee.
 - vi. After the hearing, the Judicial Hearing Committee shall determine whether the student has violated each section of the Student Code which the student is charged with violating.
 - vii. The Judicial Hearing Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- b.) Except in the case of a student charged with failing to obey the summons of the Judicial Affairs Officer or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

4. Sanctions

- a.) Any one or more of the following sanctions may be imposed upon any student found to have violated the Student Code:
- i. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
 - ii. Probation – A written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - iii. Loss of Privileges – Denial of specified privileges for a designated period of time.
 - iv. Fines – Monetary fines may be imposed.
 - v. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - vi. Discretionary Sanctions – Work assignments, service to the College or other related discretionary assignments (Such assignments must have the prior approval of the Judicial Affairs Officer).
 - vii. Academic sanctions assigned by faculty.

- viii. College Suspension – Separation of the student from the College for a designated period of time, after which the student may apply for readmission to the College. Conditions for readmission may be specified.
- ix. College Expulsion – Permanent separation of the student from the College. Expulsion requires the approval of the College President.
- b.) More than one of the sanctions listed above may be imposed for any single violation.
- c.) Progressive Discipline – Students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions with each repeated offense, even though the violations may be similar in nature.
- d.) Other than College expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the confidential disciplinary record. Cases involving the imposition of sanctions other than College suspension or expulsion shall be expunged from the student’s confidential disciplinary record five (5) years from graduation or last date of attendance.
- e.) The following sanctions may be imposed upon groups or organizations:
 - i. Those sanctions listed above in Section 4a.) i. through vi.
 - ii. Deactivation and loss of all privileges, including College recognition, for a specified period of time.
- f.) In each case in which a Judicial Hearing Committee determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Affairs Officer.
- g.) In cases in which persons other than, or in addition to, the Judicial Affairs Officer have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Affairs Officer in determining and imposing sanctions. However, the Judicial Affairs Officer is not limited to imposing the sanctions recommended by the judicial body.
- h.) Following the hearing, the Judicial Affairs Officer shall advise the accused in writing of his or her determination and of the sanction(s) imposed, if any, within five (5) school weekdays. At the same time, the student shall be informed of his/her right to appeal and provided with: (1) Appeals Form A; (2) written information about the appeals procedures; (3) and the names and College locations and telephone numbers of the Student Appeals Advisors.

5. Interim Suspension

In certain circumstances, the Vice President for Student Affairs, or a designee, may impose a College suspension prior to the hearing before a Judicial Hearing Committee.

- a.) Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
- b.) During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the Vice President for Student Affairs or the Judicial Affairs Officer may determine to be appropriate.

6. Informal Procedures for Handling Disruptive Behavior and Obstruction of Teaching in the Classroom

Any behavior that threatens or disrupts the normal academic process must be discouraged and stopped. Interference with faculty of the College in the performance of their duties must be regarded as unacceptable and a disregard for the rights of other students in the class. When such behavior occurs in the classroom, it will be managed promptly following these procedures:

- a.) The student shall be asked and given an opportunity by the instructor to stop the specific disruptive behavior immediately. This may include asking the responsible student to step outside the classroom for a brief, private conversation to explain that such disruptive behavior will not be tolerated.
- b.) If the disruptive behavior persists, the instructor may ask the responsible student to leave class for that class period. When necessary, the College's security personnel will be called to escort the student out of the classroom. Faculty may also consult with the respective Department Head for assistance in managing the behavior.
- c.) If upon return to the subsequent class session the student continues to exhibit disruptive behavior, the instructor may for a second time ask the responsible student to leave the class. When necessary, the College's security personnel will be called to escort the student out of the classroom.
- d.) Following a second removal from class, the instructor shall immediately complete a Behavioral Reporting Form, which will be forwarded to the Judicial Affairs Officer. In the report, the instructor may request an interim period of removal from class.
- e.) When the nature or severity of an incident makes it inappropriate to allow a student to return to a classroom, as determined by the Judicial Affairs Officer, the student may be subject to an interim period of removal from class pending the outcome of formal hearing.

7. Disciplinary Records

All records of disciplinary action shall remain confidential and separate from academic records. Such records shall be maintained in the Office of the Dean of Students and shall not be available to unauthorized persons on campus or to any person off campus, without the student's expressed written permission. Exceptions shall be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, and under a court order or subpoena. All records of case decisions shall be maintained by the Office of the Dean of Students for five (5) years from graduation or last date of attendance.

STUDENT APPEALS PROCEDURE

1. Student Appeals Committee

In the interest of due process for students, the College has established and maintains a Student Appeals Committee and an appeals process.

- a.) The Student Appeals Committee shall be composed of four students appointed by the recognized Student Government Association or such office or committee as represents the interest of all Community College of Philadelphia students; four faculty members shall be appointed by the Faculty Federation; and four administrators shall be appointed by the President of the College.
- b.) In appointing representatives to the Appeals Committee, the three appointing bodies named above will consider College-wide balance. The intention is to have a Committee dedicated to the fair administration of the appeals process, and able to grasp collectively a full range of academic and disciplinary appeals issues. The principle of balance may place members on the Committee from a range of disciplines and fields of study.
- c.) The three appointing bodies are encouraged to appoint alternates, as well as members, to the Appeals Committee and draw upon the pool of active alternates in appointing new members. Active alternates are those who have gained perspective and experience by attending hearings and meetings of the Committee.
- d.) Terms of office for Student Appeals Committee members will be as follows: members will serve four-semester terms, staggered so that the term of one of the four delegated members

will end each semester and, except in the case of reappointments, a new member will begin each term.

2. Appeals Advisors

In consultation with the Division Deans, Appeals Advisors will be assigned to assist students with the appeals process. Student Appeals Advisors will lend orientation and assistance to students wishing to make use of the College appeals process. It will be the work of an Appeals Advisor to help the student evaluate his or her case, inform the student about preparing his or her supporting materials, and act as an advisor, but not an advocate, during any hearings held for the student. The student may be accompanied to a hearing by a Student Appeals Advisor or another consultant of his/her choice. Appeals Advisors are not permitted to participate in appeals hearings.

3. Appeals Hearings

- a.) Appeals hearings will generally be held with at least five (5) school weekdays' advance notice to the parties concerned.
- b.) Appeals Committee members will be given time to read written appeals materials before hearing the student and other witnesses.
- c.) All documents generated in earlier stages of an appeal will be made available to the Committee.
- d.) Hearings will be informal, without sworn testimony or active participation of advisor, legal counsel or other consultant, but with full opportunity for the student and others concerned in the case to present relevant arguments and information.
- e.) The Appeals Committee may schedule more than one hearing date and time if it is presented with new evidence for which the student appellant, legal counsel, or the concerned faculty members or administrators may need time to prepare an appropriate response. If necessary, Committee deliberations may be continued on another day.
- f.) Administrative support will be given to the Student Appeals Committee as needed, for correspondence, copying, and controlled distribution of documents and maintenance of records.

4. Appeals Procedure for Disciplinary Matters

- a.) When a student has been informed of a disciplinary decision in his/her case, the student may abide by the decision or, within five (5) school weekdays, complete and submit Appeals Form A to the Student Appeals Committee, through the Office of the Dean of Students. Appeals Form A encompasses the student's appeal and the rationale for the appeal, including an attached narrative which describes in detail the circumstances that led to the disciplinary action. In filing Form A, the student also makes a commitment to attend the interview or other hearings that shall be held on the appeal.
- b.) In cases involving a reprimand or probation, the Student Appeals Committee will arrange and hold a hearing not later than ten (10) school weekdays after receiving the student's written appeal. When the College's disciplinary action involves suspension or expulsion, the Student Appeals Committee will arrange and hold a hearing for the student not later than five (5) school weekdays after receiving the student's written appeal, with the following exceptions:
 - i. If the Vice President for Student Affairs chooses to allow a suspended student to attend classes pending the outcome of an appeal, the hearing will be held within ten (10) school weekdays after the Student Appeals Committee receives the student's written appeal.
 - ii. If the student intends to submit additional supportive documentation so extensive that Student Appeals Committee members cannot fairly evaluate it during a hearing, the

student may expect a hearing to be scheduled as much as three (3) school weekdays later than the day such documentation is received by the Committee.

- c.) The Student Appeals Committee, in conducting a hearing, will consider all information submitted by the student appellant, the College, and the relevant witnesses, and will inform the student and the Judicial Affairs Officer of its decision promptly and informally, as well as in writing within five (5) school weekdays.
- d.) If the student disputes the decision of the Student Appeals Committee, the student may, within ten (10) school weekdays after a decision has been rendered, petition the President of the College for a review of that decision. The decision of the President shall be final.

Student Code of Conduct (Current Process)

Article III: Proscribed Conduct

1. Conduct – Rules and Regulations

Any student found to have violated the Student Code of Conduct including, but not limited to, the following is subject to the disciplinary sanctions outlined in Article IV:

- a.) Dishonesty (see Article I, number 15).
 - i. Furnishing false information to any College official, faculty member or office.
 - ii. Forging, altering, or misusing of any College document, record, or instrument of identification.
 - iii. Tampering with the election of any College-recognized student organization.
- b.) Disrupting or obstructing class by the use of (including but not limited to) electronic devices such as cell phones, pagers, portable CD's and electronic games, of teaching, research, administration, or disciplinary proceedings. This includes:
 - i. College activities, on or off-campus, in all locations.
 - ii. Authorized non-College activities, occurring on College property.
- c.) Physically abusing, assaulting, verbally abusing, threatening, intimidating, harassing, coercing and/or engaging in other conduct which is threatening or endangering to the health or safety of any person.
- d.) Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or removing or using College property for personal, political, or social purposes without authorization or permission.
- e.) Hazing, defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- f.) Failing to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- g.) Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
- h.) Violating published College policies, rules or regulations.
- i.) Violating federal, state or local law on College premises or at College sponsored or supervised activities.
- j.) Using, possessing or distributing narcotic or other controlled substances except as expressly permitted by law.
- k.) Public intoxication. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations.
- l.) Illegal or unauthorized possession of firearms, explosives, knives, other weapons, or dangerous chemicals on College premises.
- m.) Participating in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any

- campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- n.) Obstructing the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
 - o.) Conduct which is disorderly, lewd, or indecent; conduct which involves a breach of the peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions participated in or sponsored by the College.
 - p.) Theft and/or other abuse of computer time, including but not limited to:
 - i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - ii. Unauthorized transfer of a file.
 - iii. Unauthorized use of another individual's identification and/or password.
 - iv. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - v. Use of computing facilities to send obscene or abusive messages or to use College computers to visit lewd and indecent web sites.
 - vi. Use of computing facilities to interfere with normal operation of the College computing system.
 - q.) Abuse of the Judicial System including, but not limited to, the following:
 - i. Failing to obey the summons of a judicial body or College official.
 - ii. Falsifying, distorting, or misrepresenting information before a judicial body.
 - iii. Disrupting or interfering with the orderly conduct of a judicial proceeding.
 - iv. Instituting a judicial proceeding knowingly without cause.
 - v. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - vii. Harassing (verbally or physically) and/or intimidating a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - viii. Failing to comply with the sanction(s) imposed under the Student Code.
 - ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.
 - r.) Smoking in any building, including classrooms, restrooms, laboratories or other internal spaces on campus.
 - s.) Gambling or holding a raffle or lottery on the campus or at any College function without proper College and other necessary approval.

Article IV: Judicial Policies

1. Charges and Hearings

- a.) Students are expected to abide by College rules and regulations both inside and outside the classroom.
- b.) Any member of the College community may file charges for misconduct against any student. Charges shall be prepared in writing by a member of the Office of Security, or, in the case of an academic offense, by the appropriate department head and directed to the Judicial Affairs Officer. Charges should be submitted as soon as possible after the event takes place, preferably within 24 hours of the occurrence. Unless warranted by exceptional circumstances, the submitting of charges shall not exceed 30 days. The Judicial Affairs Officer will determine whether he or she hears the case or refers it to the Judicial Hearing Committee.
- c.) All charges shall be presented to the accused student in written form. A time shall be set for a hearing, normally, not less than five (5) or more than fifteen (15) school days after the student has been notified. The time limits for the scheduling of hearings may be extended at the discretion of the Judicial Affairs Officer. A student may request to waive the minimum time limit of five (5) school days in order to have a hearing sooner, but must do so in writing.
- d.) The Judicial Affairs Officer may conduct an investigation to determine whether the charges have merit and/or whether they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Affairs Officer. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Affairs Officer may later serve in the same matter as the judicial body or a member thereof.
- e.) The College believes that a strong system of disciplinary procedures that includes both formal and informal approaches will facilitate reporting, and resolution of, complaints. Informal disciplinary procedures are appropriate when all parties involved voluntarily agree to engage in a conciliation and mediation process. Informal procedures shall include resolution of the incident, including appropriate sanctions. When a resolution is reached that is satisfactory to all concerned parties (complainant, the charged student, and Judicial Affairs Officer), the disciplinary process shall be terminated. However, if a case cannot be resolved satisfactorily through the informal disciplinary procedures, it shall be forwarded to the Judicial Affairs Officer for a formal hearing. Whenever appropriate, minor violations committed in the general College environment shall be dealt with through an informal disciplinary process. Depending on the incident, the Judicial Affairs Officer may either meet with the complainant and the charged student to resolve the issue or refer the students to a member of the Community College of Philadelphia counseling staff for mediation.
- f.) Formal hearings shall be conducted by a judicial body according to the following guidelines:
 - i. Hearings normally shall be conducted in private. However, at the request of the accused student, and subject to the discretion of the chairperson, observers may attend but shall not have the privilege of participating in the hearing.

- ii. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - iii. The complainant and the accused have the right to be assisted by any advisor they choose, including designated advisors from the College. The advisor may be an attorney; in such cases, the individuals engaging such advice are responsible for any expenses that they incur. Whenever the complainant and/or the accused decide to have representation at the hearing, he/she must inform the Judicial Affairs Officer at least seventy-two (72) hours prior to the scheduled hearing. The complainant and/or the accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. If the advisor attempts to directly participate in the hearing, the advisor shall be directed to leave. If he/she refuses, the hearing shall be discontinued and adjudication left to the discretion of the Judicial Affairs Officer or the Judicial Hearing Committee, as applicable.
 - iv. The complainant and the accused shall have the privilege of presenting witnesses and engaging in reasonable examination by directing questions to the chair at the judicial hearing. Members of the judicial body may also engage in the questioning of the parties and witnesses as well as considering evidence from other witnesses and interested parties.
 - v. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - vi. All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - vii. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.
 - viii. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- g.) Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

2. Sanctions

- a.) Any one or more of the following sanctions may be imposed upon any student found to have violated the Student Code:
 - i. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
 - ii. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - iii. Loss of Privileges – Denial of specified privileges for a designated period of time.

- iv. Fines – Previously established fines may be imposed.
 - v. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - vi. Discretionary Sanctions – Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Judicial Affairs Officer).
 - vii. College Suspension – Separation of the student from the College up to and including one year, after which the student may apply for readmission to the College. Conditions for readmission may be specified.
 - viii. College Dismissal – Separation of the student from the College for more than one year and up to and including five years, after which the student may apply for readmission to the College. Conditions for readmission may be specified. Dismissal requires the approval of the College President.
 - ix. College Expulsion – Permanent separation of the student from the College. Expulsion requires the approval of the College President.
 - x. Academic sanctions assigned by faculty.
- b.) More than one of the sanctions listed above may be imposed for any single violation.
 - c.) Progressive discipline – Students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions with each repeated offense, even though the violations may be similar in nature.
 - d.) Other than College expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the confidential record. Cases involving the imposition of sanctions other than College suspension, dismissal or expulsion shall be expunged from the student’s confidential record five (5) years after final disposition of the case.
 - e.) The following sanctions may be imposed upon groups or organizations:
 - i. Those sanctions listed above in Section 2a.) i. through vi.
 - ii. Deactivation-Loss of all privileges, including College recognition, for a specified period of time.
 - f.) In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Affairs Officer. In cases in which persons other than, or in addition to, the Judicial Affairs Officer have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Affairs Officer in determining and imposing sanctions. In his or her consideration of appropriate sanctions, the Judicial Affairs officer is not limited to those recommended by members of the judicial body. Following the hearing, the Judicial Affairs Officer shall advise the accused in writing of his or her determination and of the sanction(s) imposed, if any within five (5) school days.

3. Interim Suspension

In certain circumstances, the Vice President for Student Affairs, or a designee, may impose a College suspension prior to the hearing before a judicial body.

- a.) Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student

poses a definite threat of disruption of or interference with the normal operations of the College.

- b.) During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs or the Judicial Affairs Officer may determine to be appropriate.

4. Disciplinary Records

All records of disciplinary action shall remain confidential and separate from academic records. Such records shall be maintained in the Office of Student Life and shall not be available to unauthorized persons on campus or to any person off campus, without the student's expressed written permission. Exceptions shall be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, and under a court order or subpoena. All records of case decisions shall be maintained by the Office of Student Life for a minimum of three (3) years after the final resolution of the case.

5. Informal Procedures for Handling Disruptive Behavior in the Classroom

The classroom is the focal point for teaching and learning at the College. It is imperative that any behavior that threatens or disrupts the normal academic process be discouraged and stopped. When such behavior occurs in the classroom, it will be managed promptly following these procedures:

- a.) The student shall be asked and given an opportunity by the instructor to stop the specific disruptive behavior immediately.
- b.) If the disruption persists, the instructor may ask the responsible student to step outside the classroom for a private conversation during which he/she tells the student which behavior(s) will not be tolerated and asks him/her to leave class for that class period. When necessary, the College's security personnel will be called to escort the student out of the classroom.
- c.) Before the student is allowed back to the subsequent class session, he/she must work with the instructor to reach a solution. The student may utilize one or more of the following reconciliation and mediation steps:
 - i. meet with the instructor, or
 - ii. meet with the appropriate Department Chair, or
 - iii. meet with a member of Community College of Philadelphia's counseling staff.

In all cases, a faculty member should document the incident and inform his/her department chair of the student's disruptive behavior.

- d.) After mediation steps cited above have been followed, if the disruptive behavior is repeated after the student returns to the classroom, the instructor may for a second time ask the responsible student to leave the class. When necessary, the College's security personnel will be called to escort the student out of the classroom. The instructor will immediately complete an incident report with the Office of Security, and a copy will be forwarded to the Dean of Students. In the report, the instructor may request an interim period of removal from class pending the outcome of formal disciplinary action.

- e.) When the nature or severity of an incident makes it inappropriate to allow a student to return to a classroom, as determined by the Judicial Affairs Officer, the student may be subject to an interim period of removal from class pending the outcome of formal disciplinary action.

STUDENT APPEALS PROCEDURE

1. In the interest of due process for students, the College has established and maintains a Student Appeals Committee and an appeals process.
 - a.) The Student Appeals Committee shall be composed of four students appointed by the recognized Student Government or such office or committee as represents the interest of all Community College of Philadelphia students; four faculty members appointed by the Faculty Federation; and four administrators appointed by the President of the College.
 - b.) In appointing representatives to the Appeals Committee, the three appointing bodies named above will consider College-wide balance. The intention is to have a Committee dedicated to the fair administration of the appeals process, and able to grasp collectively a full range of academic and disciplinary appeals issues. The principle of balance may place members on the Committee from a range of disciplines and fields of study.
 - c.) The three appointing bodies are encouraged to appoint alternates, as well as members, to the Appeals Committee and draw upon the pool of active alternates in appointing new members. Active alternates are those who have gained perspective and experience by attending hearings and meetings of the Committee.
 - d.) Terms of office for Student Appeals Committee members will be as follows: members will serve four-semester terms, staggered so that the term of one of the four delegated members will end each semester and, except in the case of reappointments, a new member will begin each term.
 - e.) In consultation with the Division Deans, the Student Appeals Committee will appoint, from three areas of the College community, three Appeals Advisors. The Committee will evaluate the work of these advisors annually, through review of their contact with the Committee and through questionnaires submitted by student appellants.
 - f.) Student Appeals Advisors will lend orientation and assistance to students wishing to make use of the College appeals process. It will be the work of an Appeals Advisor to help the student evaluate his or her case, inform the student about preparing his or her supporting materials, and, as a facilitator but not an advocate, attend any hearings held for the student. The student may be accompanied to a hearing by a student appeals advisor or another consultant of his/her choice.
 - g.) Appeals hearings will generally be held with at least five (5) school weekdays' advance notice to the parties concerned. Appeals Committee members will be given time to read written appeals materials before hearing the student and other witnesses. All documents generated in earlier stages of an appeal will be made available to the Committee. Hearings will be informal, without sworn testimony, or active participation of advisor, legal counsel or other consultant, but with full opportunity for the student and others concerned in the case to present relevant arguments and information. The Appeals Committee may schedule more than one hearing date and

- time if it is presented with new evidence for which the student appellant, legal counsel, or the concerned faculty members or administrators may need time to prepare an appropriate response. After long hearings, Committee deliberations may be continued on another day.
- h.) Secretarial support will be given to the Student Appeals Committee as needed, for correspondence, copying and controlled distribution of documents and maintenance of records.

2. Appeals Procedure for Disciplinary Matters

- a.) The Vice President for Student Affairs is authorized to take disciplinary action when a student violates the rules which govern acceptable behavior and the proper use of College facilities. The action may take one of the following forms: reprimand, probation, suspension, dismissal, or expulsion. The Vice President for Student Affairs investigates the alleged violation and informs the involved student of his/her disciplinary decision, and the reason for it. This notification is made preferably in person but also in writing; if notification is not made in person, it will be made by certified mail. At the same time, the Vice President for Student Affairs also informs the student of his/her right to appeal and provides the student with: (1) Appeals Form A; (2) written information about the appeals procedures; (3) the names and College locations and telephone numbers of the Student Appeals Advisors and the Chairperson of the Student Appeals Committee. In addition, the Vice President for Student Affairs sends the Student Appeals Committee a copy of the letter of disciplinary action sent to the student.
- b.) When a student has been informed of a disciplinary decision taken in his/her case, the student may abide by the decision or, within five (5) school weekdays', complete and submit Appeals Form A to the Student Appeals Committee, through the Office of Student Life. Appeals Form A encompasses the student's appeal and the rationale for the appeal, including an attached narrative which describes in detail the circumstances that led to the disciplinary action. In filing Form A, the student also makes a commitment to attend the interview or other hearings that shall be held on the appeal.
- c.) In cases involving a reprimand or probation, the Student Appeals Committee will arrange and hold a hearing not later than ten (10) school weekdays after receiving the student's written appeal. When the College's disciplinary action involves suspension or expulsion, the Student Appeals Committee will arrange and hold a hearing for the student not later than five (5) school weekdays after receiving the student's written appeal, with the following exceptions:
 - i. If the Vice President for Student Affairs chooses to allow a suspended student to attend classes pending the outcome of an appeal, the hearing will be held within ten (10) school weekdays after the Student Appeals Committee receives the student's written appeal.
 - ii. If the student intends to submit additional supportive documentation so extensive that Student Appeals Committee members cannot fairly digest it during a hearing, the student may expect a hearing to be scheduled as much as three (3) working days later than the day such documentation is received by the Committee.
 - iii. The Student Appeals Committee, in conducting a hearing, will consider all information submitted by the student appellant, the College, and the relevant

witnesses, and will inform the student and the Vice President for Student Affairs of its decision promptly and informally, as well as in writing (within five (5) school weekdays). The decision of the Student Appeals Committee in disciplinary actions shall be final unless the student appeals. The student may, within ten (10) school weekdays after a decision has been rendered, petition the President for a review of that decision.

**Community College of Philadelphia
Proposed College Policy**

INVOLUNTARY LEAVE OF ABSENCE POLICY

POLICY STATEMENT

The Community College of Philadelphia may place a student on an involuntary leave of absence for reasons of personal or community safety.

PURPOSE

The College is committed to protecting its community members from the risk of physical harm and preserving the integrity of its learning environment. Separation of a student from the College and its facilities may be necessary if there is evidence that the student is engaging in or is likely to engage in behavior that either poses a danger of harm to self or others, or disrupts the learning environment of others.

This policy is meant to be invoked in circumstances when a student is unable or unwilling to request a voluntary leave of absence, and such a leave may be necessary to protect the safety of that student and/or others or the integrity of the College's learning environment. In addition, an involuntary leave process may be initiated if it is determined that there is a significant risk that the student will harm him/herself, and the risk cannot be eliminated or reduced to an acceptable level through reasonable and realistic accommodations and/or on-campus supports.

Before an involuntary leave is considered, efforts will be made to encourage the student to take a voluntary leave, thus preserving, to the extent possible, confidentiality and privacy. A readmission process may still be required of a student electing a voluntary leave to determine his/her readiness to return to school. However, if deemed necessary and appropriate, involuntary leave procedures will be implemented. Once a student has been placed on involuntary leave from the College, he/she must follow all readmission procedures for an involuntary leave of absence in order to be reinstated. Additionally, financial obligations are not waived by such withdrawals.

This policy will not be used in lieu of disciplinary actions to address violations of the College's Student Code of Conduct, nor does it preclude the removal or dismissal of students from the College as a result of violations of other rules, policies or regulations.

PLACING A STUDENT ON INVOLUNTARY LEAVE OF ABSENCE

Any student who is currently enrolled at the Community College of Philadelphia may be placed on an involuntary leave of absence from the College and withdrawn from all courses on an interim basis following the commission of one or more of the following acts:

- Engages, or threatens to engage, in behavior which poses imminent danger of causing substantial harm to self or others, and/or
- Engages, or threatens to engage, in behavior which would cause significant property damage, and/or
- Engages, or threatens to engage, in behavior which would directly and substantially impede the lawful activities of others, and/or
- Engages in behavior that negatively impacts the emotional and/or physical welfare of any member of the College community, and/or
- Exhibits behavior that interferes with a student's ability to function in an academic environment or seriously interferes with the educational pursuits of others, and/or

- Commits a violation of the College's Student Code of Conduct and lacks the capacity to comprehend and participate in the College's disciplinary process.

PROCEDURE

The Office of the Dean of Students may be alerted to a student's behavior through the College's online Behavioral Reporting Form, as well as from a variety of other sources on campus including faculty, staff and other students. The Office of the Dean of Students will forward the case to the College's Behavioral Intervention Team for review according to the following procedure:

1. If an involuntary leave is recommended based on the information provided, the Office of the Dean of Students' designee will notify the student that an involuntary leave of absence is under consideration.
2. The Office of the Dean of Students' designee reserves the right to immediately suspend a student from the College on an interim basis, pending an investigation and subsequent hearing, if the student appears to constitute a threat of harm to himself/herself, others or the College community. The student will be notified in writing if this action is necessary.
3. The student will be given the opportunity to appear personally before the Office of the Dean of Students' designee within 48 hours from the effective date of the notification to discuss the following issues:
 - a. The reliability of the information concerning the student's behavior; and/or
 - b. Whether or not the student's behavior poses a significant danger of causing imminent physical harm to the student or others, or of directly and substantially impeding the lawful activities of other members of the campus community.
4. The Office of the Dean of Students' designee will discuss with the student the implications of and procedures relating to an involuntary leave of absence. A copy of this policy will be provided to the student. At any point in this process and when appropriate, the Office of the Dean of Students' designee will encourage the student to take a voluntary leave of absence, thereby eliminating the need to complete the process for an involuntary leave.
5. Following this meeting, the Office of the Dean of Students' designee may either continue or cancel the interim suspension. If the suspension is cancelled, the procedures described in this policy may still be continued. If the interim suspension remains in effect, the next stages of the procedure will be followed, and every effort will be made to expedite the process. The interim suspension will remain in effect until the Behavioral Intervention Team has rendered its decision.
6. If an involuntary leave is needed, the Office of the Dean of Students' designee will forward the case to the Behavioral Intervention Team for review to determine if an involuntary leave of absence is required.
7. The Behavioral Intervention Team will assess, specifically, whether the student engages in or is likely to engage in behavior that poses a danger of causing harm to self or others or disrupts the learning environment. The Team can choose to meet with the student and interview witnesses. The Team will make a written recommendation to the Office of the Dean of Students' designee regarding an involuntary leave of absence. The Office of the Dean of Students' designee will make the final decision and will provide written notice of this decision to the student.

APPEAL

Within five business days from delivery of the Behavioral Intervention Team's decision, the student may request, in writing, that the Vice President for Student Affairs review the decision. The student shall state in writing the specific points he/she wishes the Vice President to consider. Within five business days of receiving the appeal, the Vice President will inform the student of the decision in writing, which will be final. The Vice President may:

1. Affirm the decision;
2. Send the matter back to the Behavioral Intervention Team for further consideration;

3. Affirm the decision, but modify the disposition; or
4. Reinstate the student.

NOTIFICATION

The College reserves the right to notify a student's designated emergency contact, if on record at the College, that an involuntary leave of absence has been issued. The student's designated emergency contact may be asked to make arrangements for safe removal of the student from the college environment. The College may notify a student's designated emergency contact if the student poses a threat of harm to himself/herself or others.

PROCESS FOR RETURNING FROM AN INVOLUNTARY LEAVE OF ABSENCE

After the period of time for an involuntary leave of absence has expired, a student may request to return to the College. To do so, the student must submit a letter to the Dean of Students requesting to return. In addition, the student must have a community mental health clinician/service provider complete the Community Provider Report Form for Students Seeking Re-Entry. Both documents must be submitted before a review can occur. Once all materials are received, the Dean of Students will submit the documentation to the College's Behavioral Intervention Team who will make a determination regarding the student's ability to return. The Dean of Students will communicate the results to the student in writing.