

STUDENT SERVICES

CONTACT PERSON

Dean: Andrew T. Hanson, PhD

e-mail: ahanson@lcsc.edu

Division Office: RCH 112

Phone: 792-2218

Fax: 792-2314; 1-800-933-LCSC (5272)

Web: <http://www.lcsc.edu/studentsservices>

OVERVIEW

The philosophy of Student Services is that student-centered, student-focused services contribute to the overall success of each LCSC student. Student Services' function is to identify qualified students to enroll at the College and help provide the support necessary to facilitate both the enrollment process and the transition to college life. Networking and partnering with all members of the campus community, the goal of Student Services is to promote academic and personal success. Student Services is made up of twelve key service units:

1. Admission/Registrar
2. Career and Advising Services
3. Center for New Directions
4. Counseling Center/Health Services
5. Financial Aid
6. International Programs
7. Judicial Affairs
8. Native American/Minority Student Services
9. New Student Recruitment
10. Student Activities / Campus Recreation
11. Tech Prep
12. TRiO Academic Services

STUDENT DEVELOPMENT CURRICULUM

The Dean of Student Services serves as the official Chair of the Student Development curriculum, which includes co-curricular classes (e.g., student government internships) and student success classes including "Introduction to College Studies," "New Student Orientation," and the courses provided by the TRiO program.

INSTITUTIONAL DEVELOPMENT GRANT

Each spring semester, faculty and staff may apply for grant monies to assist student groups with special projects and/or travel. A portion of student fees is allocated to the category of Institutional Development and is used to augment selected educational activities. These funds are to be used solely to enhance the educational experience of students enrolled in any Lewis-Clark State College program.

NEW STUDENT ORIENTATION

New Student Orientation is a required program for all new, degree-seeking students. The program is scheduled during the week immediately preceding the beginning of the Fall and Spring terms. Students can earn one college credit by registering for SD 107 - New Student Orientation (or SD 307 for transfer students) and attending the half-day's activity. At New Student Orientation, students are provided with information about key campus services. Students are also introduced to faculty

members who teach in their intended major. Family and friends are treated to special sessions in which they are advised about creating a strong personal support system with and for the new students.

THE MOSS FAMILY FUND

The Moss Family Fund is designated in honor of the late Oma and Van L. Moss. Mrs. Moss was employed by the college for twenty-three years and Mr. Moss was a former faculty member. The Moss Fund program is for students with an emergency/crisis. The temporary loan is always for \$50 with a time limit for repayment of one month. When requesting a loan, the student will sign a repayment agreement. As long as the student is in compliance with repayment, s/he may receive a new loan.

Loan request forms must be approved by the Dean of Student Services or his/her designee. Loans are available to degree-seeking students only.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to exercise their full rights as citizens without interference or fear of College disciplinary action.

DISCRIMINATION

Students have the right to be free from unlawful discrimination in College programs and activities. Affirmative Action policies designed to eliminate discriminatory practices have been instituted. The College will not exclude any person from participating in its programs or activities on the basis of race, color, national origin, religion, sex, age, veteran status, or disability. Incidents of alleged discrimination committed by one LCSC student toward another fall under the provisions of the Code of Conduct (Dean of Student Services). Incidents which allegedly involve discrimination of a student by a member of the College staff fall under the jurisdiction of the Campus Affirmative Action Officer (Human Resources).

SEXUAL HARASSMENT

Students have the right to be free from unlawful sexual harassment on College property or off College property during a College related activity. LCSC will not tolerate sexual harassment. Sexual harassment is generally defined as unwelcome sexual advances, including requests for sexual favors and the verbal or physical conduct of a sexual nature, especially when submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education or employment. Incidents of alleged sexual harassment committed by one LCSC student toward another fall under the provisions of the Code of Conduct (Dean of Student Services). Incidents which allegedly involve sexual harassment of a student by a member of the College staff, fall under the jurisdiction of the Campus Affirmative Action Officer (Human Resources).

RACIAL HARASSMENT

Students have the right to be free from unlawful racial harassment on College property or off College property during a College related activity. LCSC will not tolerate racial harassment. Racial harassment generally includes any behavior, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Incidents of alleged racial harassment committed by one LCSC student toward another fall under the provisions of the Code of Conduct (Dean of Student Services). Incidents which allegedly involve racial

harassment of a student by a member of the College staff fall under the jurisdiction of the Campus Affirmative Action Officer (Human Resources).

ACADEMIC AFFAIRS

Students have the responsibility for selecting a major field of study, for choosing an appropriate degree program within the discipline, for planning class schedules, and ultimately for meeting the requirements for his/her degree. The College will provide advisors to assist students in academic planning, but students are responsible for reviewing copies of appropriate academic bulletins and being thoroughly familiar with all academic requirements which must be met for a degree.

Students also have the responsibility to take advantage of the educational opportunities presented by the College, to participate in the learning process in a serious and conscientious manner, and to respect the rights of other members of the College community. Students have the right to have College classes conducted under the following provisions:

1. Faculty will maintain clear connections between advance descriptions of courses and actual content.
2. Faculty will clearly state course goals, testing, and grading which should be intellectually justifiable.
3. Faculty will plan and regulate class time with an awareness of its value for every student and will meet with classes regularly.
4. Faculty will be available to students and will announce and maintain liberal office hours convenient to students.
5. Faculty will model respect for each student as an individual, regardless of race, sex, national origin, religion, age, disability, or veteran status.
6. Faculty will strive to generate respect and understanding for academic freedom by students and at the same time protect students from irrelevant and trivial interruptions or diversions.
7. Faculty will insure students the right to raise relevant issues, doubts, or alternative opinions during classroom discussion without concern for academic sanctions.
8. Faculty will be sensitive to students personal or political beliefs expressed in a private manner in connection with course work.
9. Faculty will not disclose student grades or class standing in a classroom situation without the student's permission.

STUDENT AFFAIRS

Students have the right to a clear statement of their basic rights, responsibilities and Code of Conduct. They have the right to assist in formulating College policy by representation on various College committees. Students also have the right to be represented by a student government. Other student rights and responsibilities outside the classroom include:

1. Students may form, join, and participate in groups which promote the common intellectual, religious, social, economic, political, recreational or cultural life of campus. The College believes group activities to be a positive educational vehicle and recognizes the right of student groups to discuss, express opinions, to assemble, write, and publish within state and federal constitutional guarantees and laws.
2. A student group may be authorized to use College facilities if its officers and a majority of its members are currently enrolled at LCSC.
3. Students and student groups are free to engage in peaceful and orderly protests

and demonstrations which do not disrupt functions of the College, subject to reasonable assumptions concerning time, place, and manner. In all cases the educational purpose and process of the College must not be disrupted by protests and demonstrations.

4. Students who publish student publications under College auspices have the right to be free from unlawful censorship. However, students who publish such documents must observe the recognized canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Student editors and managers may not be removed because of general faculty, administrative, student or public disapproval. They may be suspended or removed from their positions for proper cause by the committee responsible for their appointment.

5. Students who publish student publications which are not sponsored or financially supported by the College may distribute the publications to students on College property subject to reasonable assumptions concerning time, place, and manner of distribution.

6. Students have the right to have access to education records maintained by the College concerning the students. The students may review their own records and challenge the accuracy of the records. Students have the right to have the educational records maintained on a confidential basis with only those College employees with a legitimate need to know having access to student educational records. For further information see the full policy on student records.

STUDENT RIGHT-TO-KNOW

The Student Right to Know Act requires that institutions receiving Title IV funding disclose certain information, including institutional graduation rates, athlete graduation rates, financial assistance awarded and crime statistics. Specific guidelines exist as to the method and timing for reporting and disclosure to potential students, current students and employees. Institutions are required to provide enrolled students a list of the information to which the students are entitled upon request. The Higher Education Act (HEA) specifically requires that institutions provide the list annually to all enrolled students. The full report can be accessed from the Dean of Student Services web page www.lcsc.edu.

DRUG-FREE SCHOOLS AND CAMPUSES ACT

In order to comply with the Drug-Free Schools and Campuses Regulations, and as a condition of receiving funds or other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employers" both on the institution's premises and as part of any of its activities. (Complying with the Drug-Free Schools and Campuses Regulations, Chapter 1). The full report can be accessed from the Office of Student Counseling web page www.lcsc.edu/osl.

STUDENT CODE OF CONDUCT

The following policies are designed for the general well-being of all members of the College community. Violations of the Code of Conduct may result in remedial action against the student violator and in sanctions being imposed as hereinafter provided. The Student Code of Conduct is also in effect off-campus when students are in attendance at a function sponsored by the College, Associated Student Body or other

groups. This could include dances, social events, club activities, athletic events, educational pursuits, internships, trips, or other College related experiences. Updates to the Student Code of Conduct are posted on the Dean of Student Services web site.

ACADEMIC DISHONESTY

Cheating or plagiarism in any form is unacceptable. The College functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent his/her own ideas, concepts and current understanding.

Academic Dishonesty includes:

- 1.** Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit hours.
- 2.** Fabrication - intentional and/or unauthorized falsification or invention of any information or the source of any information in an academic exercise.
- 3.** Collusion facilitating academic dishonesty intentionally or knowingly helping or attempting to help another to commit an act of Academic Dishonesty.
- 4.** Plagiarism - the deliberate adoption or reproduction of ideas or words or statement of another person as one's own without acknowledgment.

The sanctions imposed for a violation of this section of the Code are independent of, and in addition to, any adverse academic evaluation which results from the student's conduct. The course instructor is responsible for academic evaluation of a student's work and shall make that evaluation without regard to any disciplinary action which may, or may not, be taken against a student under the Student Code of Conduct.

Alcoholic Beverages

- 1.** Illegal possession or consumption of alcoholic beverages (beer, wine, liquor or other beverages which is controlled as an alcoholic beverage under Idaho law) is prohibited in College or College-owned, leased or operated facilities and on campus grounds.
- 2.** Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to, and most commonly used by, the general public. Public areas include, but are not limited to, lounges, College Union buildings, recreation rooms, conference rooms, athletic facilities and other public areas of College owned buildings or grounds.
- 3.** Sale of alcoholic beverages is prohibited in College-owned, leased or operated facilities and on campus grounds.
- 4.** Guests and visitors shall observe these regulations while on campus or other College property. Noncompliance may subject a person to sanctions imposed by the College as well as to the provisions of local and state law. (Adopted by the State Board of Education, December 1, 1977).

5. For LCSC sponsored events which are open to the campus community and at which alcohol will be present, the sponsor will work with the Dean of Student Services or the appropriate academic or vocational Dean to assure adherence to this policy. The following information will need to be provided to assure adherence.

a. Names and ages of individuals designated as bartenders or servers to check identification.

b. Means to inform participants of applicable state and federal laws regarding alcohol consumption.

c. Nonalcoholic beverages and food consumption

d. Designated driver program

6. No social event shall include any form of drinking contest in its activities or promotion. The Idaho law states that it is illegal to sell, serve or furnish beer, wine or other alcoholic beverages or intoxicating liquor to a person under 21 years of age. It is illegal for any person under 21 years of age to purchase or attempt to purchase, procure, possess, or consume any alcoholic or intoxicating liquor.

There are a number of minors attending LCSC, and as a state institution, the College is legally obligated to comply with the state law.

NON-SMOKING POLICY AND BUILDING ACCESS

By Executive Order Number 92-2 of the Governor of Idaho, smoking tobacco or similar substances is not allowed inside any College-owned or operated building. To provide building access which is smoke-free, while still accommodating those who elect to smoke, the campus has established smoke-free and smoking permitted building entrances. Members of the campus community can observe the signs at building entrances to discern where they may enter and be free of second hand smoke, or conversely, when they may elect to smoke.

DRUGS

Possession, manufacture, distribution, use or sale of marijuana, drug narcotics or other controlled substances classified as illegal under Idaho law, except those taken under a doctor's prescription is prohibited on College-owned or controlled property (as that term is herein and hereafter used, College-owned or controlled property includes student housing owned by or rented through the College), or at any College-sponsored or supervised function (See campus policy on Alcohol and Drug abuse, and rules on sanctions for alcohol and drug abuse).

FALSIFICATION OF COLLEGE RECORDS

The willful falsification of official record or documents or the submission of records or documents to the College with knowledge of their falsity is prohibited. Falsification of records or documents includes, but is not limited to, the following: the forging or alteration of, or the knowing use of false or inaccurate registration documents, documents submitted in support of residency determinations, transcripts, fee receipts, identification cards, meal tickets, parking decals, financial aid forms, telephone billing cards, and ASLCSC forms or documents.

HARASSMENT

Any practice by a group or an individual that detains a member of the College community against his/her will without cause of authority to do so, endangers his/her health, jeopardizes his/her safety, or interferes with class attendance or the

pursuit of education or work responsibilities and which occurs on College owned or controlled property or while the violator is attending or participating in a College-sponsored event or activity is prohibited. Use of College Internet addresses or College technology to harass is also prohibited on and off campus. Furthermore, the Idaho

Criminal Code has designated malicious harassment as a serious act punishable by the State. LCSC supports Idaho authorities and will not tolerate harassment in any form.

IDAHO CRIMINAL CODE: 18-7902 HARASSMENT STALKING AND TRESPASSING

It shall be unlawful for any person, maliciously and with the specific intent to intimidate or harass another person because of that person's race, color, religion, ancestry or national origin to:

1. cause physical injury to another person; or
2. damage, destroy, or deface any real or personal property of another person; or
3. threaten, by word or act, to do the acts prohibited; if there is reasonable cause to believe that any of the acts described in 1 or 2 above.

For purposes of this section, "deface" shall include, but not be limited to, cross-burnings or the placing of any word or symbol commonly associated with racial, religious or ethnic terrorism on the property of another person without his or her permission.

IDAHO CRIMINAL CODE: 18-7903. PENALTIES

1. Malicious harassment is punishable by imprisonment in the state prison for a period not to exceed five (5) years or by fine not exceeding five thousand dollars (\$5,000) or by both.
2. In addition to the criminal penalty provided in subsection (a) of this section, there is hereby created a civil cause for action for malicious harassment. A person may be liable to a victim of malicious harassment for both special and general damages, including, but not limited to, damages for emotional distress, reasonable attorney fees and costs, and punitive damages.
3. The penalties provided in this section for malicious harassment do not preclude victims from seeking any other remedies, criminal or civil, otherwise available under law.

STALKING

Stalking is prohibited on campus and by state law. Stalking is repeatedly contacting another person when the contacting individual(s) knows, or should know, that the contact is unwanted by another person, and the contact causes the other person reasonable apprehension of imminent physical harm or substantial impairment of the other person's ability to perform the activities of daily life and obtaining an education. "Contacting" includes, but is not limited to, communicating with or remaining in the physical presence of the other person.

ILLEGAL ENTRY

Any unauthorized or forcible entry, whether actual or attempted, into any facility or

building located on College-owned or controlled property is prohibited.

CAMPUS DISORDERS AND DISRUPTIONS

Members of the College community have the right to lawful freedom of movement on campus; the lawful use of property, facilities or parts of the College; and to lawfully ingress to and egress from the College's physical facilities. Violations of these rights of the College community with intent by: physically hindering entrance to, exit from, or normal use of any College facility or part thereof; remaining in any College building after being advised by an appropriate delegate of the President that the building is closed for business; interfering, through harassment, with the College's operation (this may include the use of noise making or amplifying devices); interfering with reasonable use of College driveways, parking lots or sidewalks; disruptively interfering with authorized events on property owned or controlled by the College or in College facilities; or intentionally interfering with College officials and instructors in the lawful conduct of their duties is prohibited.

DISRUPTION OF THE CLASSROOM

Disruption of the classroom is prohibited. Each faculty member controls the direction of education in the classroom setting. The educational atmosphere is the heart and purpose of higher education. Students have the obligation to respect the educational rights of others as they seek to maximize their learning. Faculty have the right to utilize whatever methods they deem appropriate to ensure the quality of the educational atmosphere. This includes, but is not limited to, requesting an investigation of disruptive classroom behavior under the Student Code of Conduct.

DISOBEYING OR DECEIVING COLLEGE OFFICIALS

Students must obey the reasonable requests of College officials such as security officers, residence hall administrators and residence hall assistants in the performance of their duties. Students may not provide College officials with false identification or false information while officials are in performance of their duties.

THEFT

Theft or the conversion of College property or the theft or conversion of the property of another, which occurs on College-owned or controlled property is prohibited.

DESTRUCTION OR DAMAGE OF PROPERTY

Vandalism (willful or malicious damage, destruction or defacement) of College-owned or controlled property or vandalism of property belonging to others which occurs on College-owned or controlled property or while the violator is attending or participating in a College-sponsored event or activity is prohibited.

FIRE REGULATIONS AND EQUIPMENT

Smoking in unauthorized areas, the building or setting of fires upon property owned or controlled by the College without proper authorization, removal or tampering with fire equipment or fire alarm systems on College-owned or controlled property, or failure to vacate College buildings promptly when fire alarms sound is prohibited conduct.

PHYSICAL HARM TO OTHERS

Detaining a person against his/her will, or threatening or physically abusing another person, is prohibited. Prohibited conduct includes that directed toward a member of the College community which occurs off campus as well as that which occurs on campus if the conduct results from or arises out of the academic or evaluative

process.

VERBAL ABUSE TO OTHERS

Verbal behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participating in College-sponsored activities and which would cause a reasonable person to have a reasonable apprehension that such harm is about to occur, or "fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener to the speaker is prohibited.

LEWD OR INDECENT CONDUCT

Lewd or Indecent Conduct, as prohibited by city and/or state laws and ordinances which occurred on College-owned or controlled property or while the violator is attending or participating in a College-sponsored event or activity, is prohibited.

GAMBLING

Gambling as prohibited by city and/or state laws and ordinances is prohibited on College-owned or controlled property.

FIREARMS AND DANGEROUS WEAPONS

BECAUSE OF THEIR RECOGNIZED DANGER, FIREARMS, ILLEGAL KNIVES, EXPLOSIVES, CHEMICAL OR INCENDIARY DEVICES WILL NOT BE KEPT BY STUDENTS ON COLLEGE-OWNED OR CONTROLLED PROPERTY IN STUDENT LIVING QUARTERS. Possession of explosives, chemical or incendiary devices, loaded or unloaded firearms on campus, except as expressly authorized by law or institutional policy, is prohibited. (The Lewiston City Code specifically prohibits the discharge of any air rifle, pellet or BB gun within the city limits without obtaining a permit from the Chief of Police.)

GROUP OFFENSES

Living organizations, clubs and similarly organized groups are responsible for compliance with College regulations. Upon satisfactory proof that a group encourages, or did not take satisfactory steps to prevent violations of College regulations, that group may be subject to permanent or temporary suspension, loss of recognition or charter, social probation, or other action.

CITY/STATE LAWS

Violation of any State of Idaho law or City of Lewiston ordinance which occurs on College-owned or controlled property or while the violator is participating or attending a College-sponsored event or activity is in violation of this Code.

ACCESSORIES

A person is in violation of this Code if he or she intentionally aids or abets another in the commission of any offense mentioned in this Code. Abuse of the Student Code, including but not limited to:

1. Failure to obey the summons of the Dean of Student Services, designee of the Dean of Student Services or the Campus Hearing Board.
2. Falsification, distortion, or misrepresentation of information during a judicial investigation.

3. Disruption or interference with the orderly conduct of a judicial proceeding.
4. Institution of a judicial proceeding knowingly without cause.
5. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
6. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
7. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
8. Failure to comply with the sanction(s) imposed under the Student Code.
9. Influencing or attempting to influence another person to commit an abuse of the judicial system.

SANCTIONS

Sanctions which may be recommended or imposed for a violation are listed here in order of their severity:

1. warning;
2. probation (with terms and length as determined by the person or Board levying the sanction);
3. withheld suspension (failure to comply with the terms of probation results in immediate suspension from college);
4. suspension (removal from the college for a specific length of time, e.g., semester or academic year) which may include readmission following the suspension period subject to an additional period of probation or withheld suspension;
5. expulsion (indefinite removal from college). Any request for re-enrollment must be submitted in writing to the Admission Committee in care of the Dean of Student Services.

In situations involving violations of City of Lewiston, State of Idaho, or Federal law, violence, or threats the police may be informed of the occurrence. The person or Board levying or recommending the sanction may impose or recommend any combination of the following and may include them as terms of probation:

1. community service (to be performed for a specific period of time under the direction of the Dean of Student Services)
2. fines not exceeding two hundred dollars (\$200)
3. restitution of damages
4. special sanctions deemed appropriate and reasonable by the person or Board levying or recommending the sanctions (e.g., counseling, restrictions on behavior or requiring letters of apology to be written)

5. administrative fees not exceeding twenty-five dollars (\$25)

When appropriate, a student may be given the option of working off the equivalent of the fines and restitution for the College at the minimum wage. Until fines or restitution have been paid, the College may deny a student the privilege of reregistering, may hold transcripts and/or diplomas, and may refuse to release information based on the student's records.

Sanctions affecting a student's residence in College-controlled housing may be imposed. These sanctions are loss of privileges within the living group and temporary or permanent removal from College-controlled housing.

Sanctions already imposed by civil or criminal process are taken into account when any College sanction is imposed.

Extensive, organized, serious or repeated violations of this Code are taken into account when determining the appropriate sanction. The State Board of Education adopted the following "Guidelines for Enforcement and Monitoring of Alcohol Rule" on November 18, 1993.

Note: that LCSC also includes the illegal use of drugs in this policy, and any illegal use of drugs or combination of alcohol and drug violations of the Code of Conduct will lead to the enforcement of the following rules.

**FIRST
INFRACTION**

- | | |
|-------------|--|
| Infraction: | Without injury; or without conduct likely to lead to injury. |
| Sanction: | Referral to judicial council, or similar authority, for action which must include a treatment and/or education program. |
| Infraction: | With injury; or conduct likely to lead to injury. |
| Sanction: | Referral to the proper administrative body of the Institution for action must include notification to the criminal justice system, strict probation, and a treatment of education. |

SECOND INFRACTION

- | | |
|-------------|---|
| Infraction: | Without injury; or without conduct likely to lead to injury. |
| Sanction: | Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, suspension from school for one semester. |
| Infraction: | With injury; or conduct likely to lead to injury. |
| Sanction: | Referral to the appropriate administrative body of the Institution for appropriate action, which must include, at least, referral to the criminal justice system and expulsion from the institution for one year. |

THIRD INFRACTION

Infraction:	Without injury; or without conduct likely to lead to injury.
Sanction:	Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, suspension from school for one semester.
Infraction:	With injury; or conduct likely to lead to injury.
Sanction:	Referral to the appropriate administrative body of the institution for appropriate action, which must include, at least, referral to the criminal justice system and expulsion from the institution for one year.

DISCIPLINARY STRUCTURE

The President of the College is responsible to the State Board of Education for the administration and enforcement of all regulations or policies adopted by them. The State Board of Education possesses all the power necessary or convenient to accomplish the objectives and perform the duties prescribed by law. The Provost is responsible to the President of the College for enforcement of the Student Code of Conduct and has been designated as the Senior Student Judicial Officer of the College. Primary responsibility for investigating alleged violations, preferring charges, recommending/imposing sanctions and educational remedies, representing the college in hearing and appeals under this Student Code of Conduct and enforcing sanctions and educational remedies is assigned to the Dean of Student Services. These functions may be performed by the Provost/Vice President for Academic Affairs, Dean of Student Services, or their designee.

STUDENT HEARING BOARD

Function and Jurisdiction: The Student Hearing Board (hereinafter "Hearing Board") shall provide the original formal hearing in student discipline matters in all cases when a student is dissatisfied with the report and recommendation of the Dean of Student Services and requests a hearing.

STRUCTURE AND ORGANIZATION

The Hearing Board contains the same faculty appointees as the Faculty Hearing Board. The Hearing Board shall be composed of seven (7) members (the majority of whom shall be tenured): three (3) members from the faculty elected by the Faculty Association; three (3) members from the faculty appointed by the President; and one (1) division chair appointed by the Faculty Senate. Three (3) alternate members will be designated: one (1) appointed by the President; and two (2) appointed by the Faculty Senate. The chair shall be elected each year from the members of the Hearing Board. In cases involving students, four (4) students shall be included, with voice and vote, in the Hearing Board membership. The students shall be appointed by the Student Body President. A quorum shall consist of a simple majority of the members of the Hearing Board so long as two (2) student members are present. The decision of the Hearing Board shall be made by a majority of those members who have attended the hearing.

TERM OF OFFICE

Faculty members are to serve for two (2) College years, one-half (1/2) of those members with as nearly as one-half (1/2) of the faculty members being selected

each year. Student members shall serve for one (1) year, but may be reappointed for a second year.

HEARING OFFICER

Either the President or the Hearing Board may determine to appoint a Hearing Officer to preside at any hearing held by the Hearing Board. The Hearing Officer may or may not be an attorney at law but must be experienced in conducting hearings. He/she shall act in an impartial manner as the presiding officer at the Hearing. If requested by the Hearing Board, the Hearing Officer may participate in its deliberations and act as its legal advisor but shall not be entitled to vote.

COLLEGE PRESIDENT

The President shall review and determine appeals from the decisions of the Hearing Board. The President has the authority to uphold, modify or overrule those decisions, or to return the matter to the Hearing Board for further consideration. A party may appeal the President's decision to the State Board of Education when, if and in such manner as the State Board of Education determines that such appeal shall be heard.

INVESTIGATION OF VIOLATION AND RECOMMENDATION BY DIRECTOR FOR STUDENT LIFE

The Dean of Student Services, the Director for Student Life or a designee approved by either the dean or director shall receive all student judicial complaints and, shall investigate all complaints against students alleged to have violated the Student Code of Conduct. The investigation should include, if possible, an interview with the student where the student is told of the alleged violation and given an opportunity to deny or explain it. The investigator shall make an initial determination of whether the violation occurred and, if so, his/her recommendation of the sanction or educational remedy to be imposed. If the investigator determines that a violation of the Student Code of Conduct has occurred, he/she shall write a report identifying the alleged violation, set forth their determination and recommendation of the sanction to be imposed. If the report of the investigator is adverse to the student (the report finds that the student was guilty of a violation and recommends any sanction), the affected student may request a hearing before the student Hearing Board by delivering a written request for a hearing to the Office of the Dean of Student Services within seven (7) calendar days after the date on which he or she is served with a copy of the investigator's report. The report shall also advise the student that the report and the recommended sanction of the investigator shall become final if a timely request for hearing is not made.

HEARING BEFORE STUDENT HEARING BOARD

If the student makes a written request for a hearing before the Student Hearing Board upon the report of the investigator for Student Services within seven (7) days after he/she is served with a copy of the investigator's report, the student shall be entitled to a hearing before the Student Hearing Board. If the student fails to make a timely written request for a hearing, the report and recommendation for sanctions made by the Dean shall become a final decision and the student shall have no further rights of hearing or appeal under this Student Code of Conduct.

The following provisions shall be applicable to hearings before the Hearing Board:

1. The student charged with the violation:
 - a. shall be entitled to a prompt hearing

- b.** shall be informed in writing of the specific charges and the proposed judicial action be given sufficient time to prepare for the hearing.
- 2.** During the judicial hearing, the student charged with the violation:
- a.** shall be given the opportunity to testify and present evidence and witnesses on his or her behalf
 - b.** shall have the opportunity to hear and question adverse witnesses
 - c.** shall have all testimony or evidence introduced in his or her presence unless he or she refuses to appear or fails to appear after having received proper notice, and
 - d.** shall not be forced to testify against himself ~~or~~ /herself and his ~~or~~ /her refusal to testify shall not be considered as evidence against him or her.
- 3.** The Hearing Board:
- a.** shall place the burden upon the party seeking judicial action to prove that the charges against the student are more probably true than not true and that the recommended sanction is reasonable
 - b.** shall base its findings and decisions exclusively upon proper evidence and testimony presented at the hearing and upon facts that are universally regarded as true (the Hearing Board should hear evidence of any disputed points - however, the Board may itself take notice of facts that everyone agrees are true - for example, evidence does not have to be introduced to show it was dark if the act in question is clearly shown to have occurred in an unlighted area at midnight), but the Hearing Board shall not be bound by the strict rules of evidence followed in courts of law
 - c.** must state its findings and its decision in writing.
- 4.** The student shall not have the right to be represented by an attorney before the Hearing Board except:
- a.** that when the party seeking the disciplinary action will be represented at the hearing by an attorney he/she shall give written notice to the student of such representation and the student shall then have the right to be represented by an attorney at his/her own expense
 - b.** where the charges against the student are, or are likely to be, the subject of a separate criminal action against the student, the student may be accompanied to the hearing by an attorney and shall have the right to consult with the attorney throughout the hearing, but the attorney shall not be entitled to present evidence, question witnesses, make arguments or otherwise participate in the hearing. When not accompanied by or represented by an attorney, the student may be accompanied by a non-lawyer advisor of his/her choice.
- 5.** In cases involving accusations of sexual assault, acquaintance rape, or rape, the rights of the alleged victim will be respected. The alleged victim may be accompanied to the hearing by an individual of his/her choosing. The alleged victim will have the right to restrict any discussion of his/her previous sexual history. The alleged victim will also have the right to make a victim impact statement to the Hearing Board concerning physical and/or mental and/or emotional effects caused by the alleged incident.
- 6.** A record of testimony presented at the hearing will be made using a tape recorder or stenographic court reporter. A copy of that record shall be made available to the student upon payment of the reasonable cost of that copy.
- 7.** The hearing before the Hearing Board shall be open to the public if both parties

make a written request for an open hearing and deliver it to the Dean of Student Services before the day of the hearing. If parties to the complaint do not agree on an open hearing or both prefer a closed hearing, the hearing will not be open to the public. If neither party requests an open hearing before the day of the event, the hearing will not be open to the public.

8. A copy of the written decision of the Hearing Board shall be served upon the student and the Dean of Student Services. The Hearing Board may affirm, reverse or modify the decision of the Dean of Student Services or the sanction assessed but shall not increase the sanction imposed by the Dean. A notice accompanying the decision shall advise each party that if either party is dissatisfied with the decision of the Hearing Board, that party may request a review of that decision by the President by delivering a request for such a review to the office of the President within seven (7) calendar days after the date the party receives the Hearing Board's decision and the notice. That notice shall advise each party that the decision of the Hearing Board shall become final unless a timely written request for review is made by either party. The failure of a party to make a timely written request for review shall constitute a waiver of that party's right to any further review of the decision of the Hearing Board and that decision shall become final.

REVIEW BY COLLEGE PRESIDENT

Within seven (7) days after requesting review, the party seeking review shall submit to the President a written statement setting forth, the reasons why that party believes the decision of the Hearing Board is incorrect. The other party shall have seven (7) days to respond in writing to that statement. Review of the decision of the Hearing Board shall then be conducted in such manner as the President shall determine and may or may not include the right to present oral argument to the President. The President may affirm, reverse, or modify the decision of the Hearing Board or the sanction assessed, provided that the President shall not increase the sanctions beyond that which was recommended by the Dean of Student Services in the first instance. The President may also remand the case to the Hearing Board for further hearing upon such issues as the President may designate. The President's decision shall be in writing and shall be served on the interested parties. The decision shall be accompanied by a notice stating that, if any party is dissatisfied with the President's decision and wishes to appeal it to the State Board of Education, a notice of intent to appeal must be delivered to the office of the President within seven (7) days of service of the decision and notice. The failure of a party to give timely notice of the intent to appeal to the State Board of Education shall be a waiver of that right and the decision of the President shall become final.

GENERAL

Any notice, report, decision or request which is to be given or served under this proceedings will be deemed given or served when either personally delivered to the person or office entitled to the notice or when deposited in the United States Mail, certified mail, postage prepaid, addressed to the person or office at that person's last-known address as shown on the records of the College.

SUMMARY SUSPENSION

The Dean of Student Services, with the concurrence of the President and Provost, shall have the right to summarily suspend a student who s/he believes has committed a violation of the Student Code of Conduct when, based upon such investigation and informal hearing as is reasonable under the circumstances, the Dean determines that the student's continued presence poses a continuing danger to persons or property or an ongoing threat of disruption of the academic process.

EMERGENCY POWERS

Nothing in this Code shall be in derogation of the power of the President of LCSC or his/her duly authorized subordinates to declare a state of emergency on College-owned or controlled property, and to suspend the procedural and substantive rights specified herein for the duration of the declared emergency. Any sanctions imposed on any student violating this Code or any emergency rules or the lawful order of any College official may be imposed by the President of the College or his/her duly authorized subordinates after such summary proceedings as are reasonable under the circumstances but such sanctions shall continue only for duration of the emergency. Any sanctions, other than those imposed for the duration of the emergency, must be brought under the Student Code of Conduct and, with respect to those proceedings, students are guaranteed all substantive and procedural rights specified herein.