

**TITLE: GUIDELINES FOR DISCIPLINARY PROCEDURES**

The administration of discipline at Gogebic Community College is designed so that decisions in disciplinary matters will formally meet essential standards of fairness, and so that students involved in misconduct will realize that their cases have been processed in a fair and judicious manner.

1. Upon receipt or development of a complaint or violation of a college regulation, the accused will be notified in writing by the Office of the Dean of Students.
2. The written notification will state the nature of the misconduct and/or the law which the accused is alleged to have violated.
3. The student charged with the infraction will be requested to appear before the Dean of Students for an initial hearing to allow the administrative officer an opportunity to evaluate the case and convey to the accused the rights and choices to which s/he is entitled, and to refer him/her accordingly to the campus Conduct Committee. The student shall be entitled to:
  - a written notification of the time and place of hearing.
  - written notification of the names of the complainants and/or witnesses who are directly responsible for having reported the alleged violation, or if there are no such persons, written notification of how the alleged violation came to the official's attention.
  - elect not to appear before the Conduct Committee; in which case the hearing will be held in the student's absence.
  - the Conduct Board will assure the student "due process of the law" including a written statement of charges, an opportunity for the presentation of witnesses in behalf of the student, and an opportunity for the student to see his/her accuser.
  - The Conduct Board will inform the student in writing of its results and findings.
  - the student shall also be informed of his/her final right to appeal before the Board of Trustees. The written appeal must be received within ten (10) business days of the date of the written notification of the Conduct Board's decision. This appeal shall be directed to the President, who shall convene the Board of Trustees and direct its hearing.
  - the decision of the Appeals Board shall be to uphold the decision of the Conduct Board; return the case to the Conduct Board; to establish a new decision pursuant to the original recommendation.
  - for all cases the decision of the Appeals Board is final.

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