

Arkansas Northeastern College **Student Disciplinary Procedure**

The Student Disciplinary Committee exists to review and recommend action regarding matters of misconduct or student grievances. The Student Disciplinary Committee is advisory to the President and meets only when requested by the President. The members shall include five professional employees (total) from the divisions of Academic Affairs and Student Affairs. No more than one member may be from the Administration. Members of the Committee are appointed by the President for one year when need arises.

Just as the College maintains high standards of academic performance, the members of the College community support high standards of individual conduct and human relations. The responsibility for one's own conduct and respect for the rights of others are essential for the academic and personal freedom within the academic community.

Self-discipline and regard for the rights of others are the main elements of College discipline. The College reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the academic community or impair the welfare or freedom of other members of the academic community.

Disciplinary procedures are followed when a student fails to exercise his responsibility in an acceptable manner or commits an offense as outlined in the section titled "Student Conduct." The College disciplinary procedures afford students the opportunity to participate in discussions of the matter and to present information in one's own behalf and to appeal.

To protect students against arbitrary judgments or inappropriate effects of regulations, the College has established a Student Disciplinary Committee, which serves as a function of the Office of Student Services. Committee members include representatives of the faculty and staff which are appointed by the President.

- A. No member of the Student Disciplinary Committee who has an interest in the case may sit in judgement.
- B. The jurisdiction and authority of the Student Disciplinary Committee shall be to hear evidence, to make findings of fact, and to make recommendations based upon these facts.
- C. Written charges of alleged violations shall include the rule or rules allegedly violated a statement of the facts to be presented, and a statement that a hearing will be held before the Committee of the charges, together with notice of the date, time, and place of the hearing.
- D. Written charges shall be served by handing a copy to the student or by mailing via electronic mail to the student's e-mail account and a copy to the student. The hand delivery or the time of mailing shall not be less than five days before the date of the hearing specified. The student may waive in writing the five-day time period, and request an earlier hearing date. The student's written request must state the earliest date the student will be prepared to proceed with the appeal hearing. The chairperson of the Committee shall set a hearing date on or subsequent to the date requested by the student, and shall seek to set the hearing date as early as practical, with due consideration to the availability of the members of the Student Disciplinary Committee, the availability of witnesses, and the gathering of evidence by College personnel.
- E. A hearing shall be held at the date, time, and place specified in the written notice of charges or the earlier date as set by the chairperson upon the student's written request, unless the hearing is

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postponed by the chairperson of the Student Disciplinary Committee for good cause, or the affected student submits a written request for another hearing date to the chairperson, and the chairperson determines that a hearing at another time is in the best interest of the student and the College.

F. The student has a right to have an advisor/attorney with him or her.

G. All material evidence may be presented, subject to the right of cross-examination of witnesses.

H. There shall be a verbatim record of the hearing; e.g., tape recording or some other recording form.

I. The student shall be entitled to be present throughout the presentation of evidence; to know the identity of witnesses against him or her; to present evidence; and to receive a case summary of the hearing.

J. Evidence of prior violations shall not be introduced until after any adjudication of guilty; however, such information may be used to determine the appropriate penalty.

A student who needs to file a complaint with the Student Disciplinary Committee, may call Student Services at (870) 838-2955 or visit with the Director of Student Services or email appeals@smail.anc.edu.

Out-of-State Online Student Grievances:

Out-of-state online students who do not reach resolution of their complaint through ANC's Student Disciplinary procedure may file a formal grievance complaint with the Arkansas Department of Higher Education [ADHE] at <https://www.adhe.edu/students-parents/colleges-universities/student-grievance-form/>.