

Student Bill of Rights

The pursuit and acquisition of knowledge is a lifelong process. The creation of Reading Area Community College by the people within its service boundaries represents the depth of conviction and concern of the citizens to make possible a place where students can develop their intellectual capabilities and insights, which will enhance their self-respect and their ability to relate amicably and productively to others.

The College community— faculty, students, and staff— must exist in a true democratic form for the development of all concerned. Freedom of expression in speech and actions with regard to the rights of others must be insured by all members of the College community.

With freedom comes responsibility. All members of this institution must remember they are a part of the whole, and their ideas and actions reflect upon the institution. Students are afforded the opportunities to make recommendations on various matters affecting their future. In this document are the ways and means by which the students of Reading Area Community College can become full participating members of this College community. These guidelines are established with the understanding that the President of the College and the Board of Trustees has the ultimate responsibility for the total maintenance and conduct of this institution.

Article I: Freedom of Association, Expression, and Inquiry

- 1.1 Students are free to organize and join associations to promote their common interest. Affiliation of a college group with an organization outside the campus does not itself disqualify a student organization from institutional recognition. In order for an organization to be recognized and approved, it must meet the established criteria of the Student Government Association. Each approved organization is free to choose its own staff advisor. In cases where an approved organization loses its staff advisor, the Student Government Association will assist it in securing an advisor if necessary. The Vice President of Enrollment Services and the Advisor to the Student Government Association should be notified immediately when an organization is without a staff advisor. Institutional recognition will not be withdrawn during the time the student organization is seeking an advisor. The time allotted for this will not exceed one academic semester. During the time in which an organization is without an advisor, the Vice President of Enrollment Services will appoint a staff member on a temporary basis, who will be relieved of that duty when the organization makes its choice. Approved organizations are required to keep a current membership list to be made available upon the request of the Student Government Association and College officials. All organizations should be open to all students without respect to race, gender, religion, national origin, age, color, sexual orientation, veteran status or disability.

- 1.2 Students and organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes in an orderly manner so long as they do not disrupt the operations of the College or violate the rights of others. An opinion of a student or a student group is not necessarily that of the College. The College encourages the airing of all facets of issues and topics.
- 1.3 All College–related student activities, occurring on/off campus, must be sponsored by either a sanctioned club/organization or be part of programming activities delivered by professional staff and approved by the Vice President of Enrollment Services. This includes participating in national days of observance, flag-raising, demonstrations, etc. Consideration of event timing, scheduling and location are also subject to approval by the Vice President of Enrollment Services and must be deemed an acceptable use of facilities in accordance with the College’s operating policies.
- 1.4 Organizations are allowed to hear any person of their choosing providing the person or program is not in violation of local, state, or federal law; i.e., the College is free to serve as a forum where new ideas are explored, investigated, and put to the scrutiny of critical analysis. The invitation of any person or persons to the campus does not imply that their position is supported or condoned by either the institution or the sponsoring group. When a controversial topic is presented, every effort will be made to use a format which also will provide for the presentation of dissenting views. The College will only use its authority over the facilities as a device of censorship as permitted by established College regulations, rules, and procedures, or local, state, and federal law.
- 1.5 Students have an opportunity to participate in the formulation and application of College policy through the Student Government Association and the College Council. The final authority for the establishment of College policy and governance of the College rests with the Board of Trustees and the President of the College.

Article II: Student Responsibilities

- 2.1 In order to provide the maximum opportunity for learning and to support the mutual respect necessary within the teaching/learning environment, students are expected to adhere to the following guidelines within the classroom, laboratories, library and any other College facilities. Additionally, students need to remember that they have made a choice to attend college and it is a privilege, not a right, to attend Reading Area Community College. As a member of this college community, students have certain responsibilities to themselves, their fellow students, faculty, staff and all others persons who visit this institution daily. The College expects that students will embrace their new role as a college student and meet their responsibilities with dignity, respect, care and concern for all.

Reading Area Community College (RACC) considers the following principles essential to our educational mission and community life:

- Mutual respect among students, faculty, and staff
- Pursuit of studies with honesty and integrity
- Respect for College and personal property
- Compliance with all rules and regulations

These standards are intended to promote responsible student conduct and fair play. In order to foster these standards RACC students are expected to assume the following college-wide and course-related responsibilities:

COLLEGE-WIDE STUDENT RESPONSIBILITIES

Research indicates that responsible and successful students demonstrate a good attitude toward their studies and come to class prepared to learn and actively participate in all aspects of a course. They engage in self-discipline, take initiative and responsibility for their own learning, maintain an open mind, develop/utilize critical thinking skills and perhaps of greatest importance, manage their time effectively. Working toward the development and/or improvement of these areas of your life will significantly contribute to your academic success.

1. In the interest of maintaining an atmosphere conducive to the teaching/learning process, it is imperative that students maintain the appropriate behavior while on the RACC campus, attending any RACC sponsored class or event off campus as well as in any virtual classroom/college related activity.

Examples of inappropriate behaviors that will not be tolerated include, but are not limited to, the following:

- willful disobedience;
- profanity or vulgarity;
- disorderly conduct (verbal and/or physical);
- lewd, indecent or obscene conduct or expression;
- open defiance of authority;
- abuse of College personnel including Security staff, maintenance;
- harassing or discriminatory behavior based on race, gender, religion, national origin, age, color, sexual orientation, veteran status, disability, or any other status protected by law; or
- any type of behavior that detracts from the teaching/learning process in or outside of the physical and/or virtual classroom.

Faculty members and staff are authorized to have Security staff remove students who exhibit any of the above behaviors from offices, classrooms, laboratories, testing centers, the library, and anywhere on campus or at College sponsored activities. Students who are unable to conduct themselves appropriately in virtual situations/classrooms will be removed from that setting as well.

2. Appropriate dress is required. Shirts and shoes must be worn at all times. Clothing and accessories with offensive language, racial comments or slurs, or other inappropriate language, logos and/or pictures are unacceptable dress and if worn, the student will be asked to leave campus. (Students should review the College's Code of Conduct on the College's website under "student activities" at www.racc.edu for specific information regarding inappropriate dress.)
3. The use of cell phones or other electronic devices is not permitted in classrooms, laboratories, and testing centers. In the library, acceptable uses of such items and their acceptable noise levels are determined by Activity Zone Guidelines that are posted in the library.
4. Permission of the instructor must be obtained before audio taping or videotaping a class.
5. Students must follow the College's Computer Hardware & Software Usage Guidelines in classrooms, laboratories, testing centers, and library and at any other locations on campus as well as in RACC online/virtual environments.
6. Children under 18 are not permitted in classrooms, laboratories, or the testing centers unless they are participating in a RACC-sponsored course/event.
7. Children under 18 are not allowed in the library and public areas of the College unless they are participating in a RACC-sponsored course/event or are directly supervised by an adult at all times.
8. Accommodations for students in programs of study are considered on an individual basis. Obtaining appropriate documentation of a disability from a qualified professional is the responsibility of the student and is a prerequisite for receiving accommodations. Students must work with the Center for Academic Success/Office of Disability Services in Berks Hall, room 209 so the correct procedures are followed.
9. No animals are permitted in the offices, classrooms, laboratories, computer classrooms or labs, testing centers, and the library unless they are trained service animals.

10. Congregating at and/or blocking entrances/exits of buildings, walkways, etc. such that students have difficulty moving throughout the campus, particularly on the walkway from Berks Hall to the Yocum Library, is strictly prohibited. Common courtesy is expected from students as they move throughout the campus.
11. Smoking is not permitted on the RACC campus. Security staff has the right to escort students off campus/require them to relocate to public areas if they are smoking on campus. Students will be subject to disciplinary action for failure to comply with this regulation and/or repeated violations of this regulation.
12. Students are expected to abide by rules and regulations that may be specific to a RACC office, classroom, laboratory, testing center, library or any other campus area or RACC online/virtual environment.
13. Students are expected to adhere to the College's Academic Honesty Policy as posted on the College's web site at www.racc.edu.
14. Students are expected to abide by the Code of Conduct contained within the Student Bill of Rights as posted on the College's web site.
15. Students are expected to provide their current contact information (name changes, mailing addresses, phone numbers, etc.) to the Records Office as well as the Yocum Library in order to facilitate College-related communication. This information should be reported as soon as it changes.
16. Students must carry their RACC student identification (ID) card with them while on campus or at College-sponsored events. A RACC ID card must be presented when using the College library, testing center, Fitness Center, computer labs, tutoring center and other facilities. A separate Yocum Library Card is also required to access library services and resources.
17. Email is the official means of communication within the RACC community. Students are expected to utilize their ravens.racc.edu College email account for conducting any electronic business with College faculty, staff and students. Students are expected to check their College email account daily. College personnel are not obligated to respond to any personal emails after the College has issued a raven's email account.

COURSE-RELATED STUDENT RESPONSIBILITIES

1. Individual instructors have the right to establish classroom attendance policies. Instructors will specifically state their attendance policies in their syllabi. Students are expected to report to class on time and remain for the entire duration of the class. Repeatedly coming to class late disrupts the teaching/learning environment in the classroom and adversely affects the other students in the class. Repeatedly coming to class late will not be tolerated and may result in a referral to the appropriate Assistant Dean or the Behavioral Intervention Team. Students are expected to notify their instructors by voice-mail or e-mail when they are absent from class. Failure by students to attend classes, including online classes, may result in faculty initiated withdrawals.
2. Students are responsible for thoroughly reading course syllabi and understanding their content.
3. Students should refrain from conversations whenever the instructor or another student is speaking. Any type of distractive or disruptive behavior interrupts (distracts) the teaching/learning process and must be avoided.
4. The use of cell phones or other electronic devices is not permitted in classrooms, laboratories and testing centers. In the library, acceptable uses of such items and their acceptable noise levels are determined by Activity Zone Guidelines that are posted in the library. (In the event a student is expecting a call due to a family emergency, the cell phone/electronic device must be placed on vibrate and this information should be shared with the instructor prior to the beginning of the class.) Additionally, texting is not permitted while class is in session.
5. Students should not be reading any material in class that is not directly related to the content of the day's discussion.
6. Students are expected to come to class prepared with homework and readings completed. Academic success within the classroom generally requires two hours of work outside of class for each hour spent in class.
7. Students are expected to turn in assignments on time and in the format stipulated by instructors, to participate in class discussions, and to prepare for tests.
8. Students are responsible for all material covered and announcements made within classes, even when absent from classes.
9. Students are expected to wait for 15 minutes before leaving if their instructor does not appear for class as scheduled or does not leave instructions to await his/her arrival.

10. Program and course selection is the responsibility of the student. Students are strongly encouraged to meet with their faculty advisor for guidance about program and graduation requirements. Failure to meet with the faculty advisor may result in a delay in graduation.
11. Students are expected to adhere to the College's "Acceptable Use of Technology Policy". The RACC email system is an official means of communication within the college community. Therefore, the College has a right to send communications via email and the right to expect that those communications will be received and read in a timely manner. Students are expected to use email with good judgment and to be aware that email messages are not confidential, are owned by the College and privacy cannot be guaranteed.

Students are also required to review and abide by the College's Code of Conduct contained within the student handbook section on the College's website. Failure to comply with either the Code of Conduct or any of the items identified in this document may result in disciplinary action up to and including suspension or expulsion from the institution.

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- 2.2 The relationship between the student and the instructor should be based on mutual respect and understanding. Both students and instructors should attempt to resolve differences in informal direct discussion.
- 2.3 Students have the right to orderly expression in the classroom without penalty.
- 2.4 Students have the right to a course grade based on the instructor's documented judgment of demonstrated performance in the course. Students who believe that their grades were not fairly determined may appeal the grade using the procedure set forth in Article 2.7 of this document.
- 2.5 Students have a right to protection against disclosure by instructors of the students' grades, beliefs, political association, health, or character.
- 2.6 Course and program selection is the responsibility of the students. They have a right to accurate and clearly stated information on:
- a. Calendar dates for achieving specific academic standing.
 - b. Their own academic standing in the College.
 - c. Graduation requirements for their particular curriculum and major program.
- 2.7 Students who feel that their academic rights (as outlined in Article II) have been violated may file a complaint and make an appeal for review according to the following procedures:
- a. A student should first meet with his/her instructor in an attempt to resolve the situation.
 - b. If the situation is not resolved with the instructor, the student has the right to meet with the appropriate Assistant Dean.
 - c. If the student is not satisfied with the decision of the Assistant Dean, s/he had the right to appeal to the Academic Affairs Committee of the College - Governance system.
 - d. If the student is not satisfied, they have the right to meet with the Senior Vice President of Academic Affairs/Provost.

All complaints or appeals made to the Senior Vice President of Academic Affairs/Provost or the Academic Affairs Committee of the College Governance system must be made in writing, citing the complaint, class, faculty member, remedy sought, and any available evidence pertaining to the grade in review.

All complaints concerning a final grade must be made by the last day of classes of the semester following the semester in which the grade in question was earned.

- 2.8 Although the appellate procedure is set forth above, the faculty shall have final authority and responsibility for course content, classroom procedure, and grade determination. No power to change any grade given to a student is vested in any other person or any judicial body established under this document.

Article III: Student Records

- 3.1 Permanent academic records are kept in the Records Office, where they are made available only upon the request to the proper officer by:
- a. Administrative officers of the College assigned to the areas of academic affairs or student success.
 - b. The students themselves, in accordance with the family educational rights and privacy act (FERPA).
 - c. A federal, state, or local official who presents a subpoena for the records.
 - d. The current academic advisor of the student.
 - e. Any faculty member from whom a recommendation has been requested by the student in writing.
 - f. Any other person with written permission from the student.
- 3.2 No disciplinary action or health record will appear on a student's permanent academic record.
- 3.3 Student disciplinary records are kept by the Office of the Vice President for Enrollment Services. These records are:
- a. Held confidential.
 - b. Available for examination by the student upon request.
 - c. Held indefinitely
 - d. Excluded from an academic transcript and placement record.
 - e. Disclosed to all persons only upon subpoena, by written permission of the student, or as provided for elsewhere in this document.

Article IV: The Student Code of Conduct

Reading Area Community College is committed to the advancement of learning and to the development of responsible individuals. The College has an interest in student conduct on-campus and at off-campus functions sponsored by the College. Each student has a right to seek an education on a campus which is safe and at a college that does not tolerate misconduct. Each student is considered to be a responsible person and is expected to uphold appropriate standards of behavior. Consequently, a student has the responsibility to follow the Student Code of Conduct.

Students who demonstrate the inability to conform to acceptable conduct may lose the right to enjoy the educational, social, and recreational opportunities of the College.

Criminal violations which occur on campus or at college sponsored events may be reported to the appropriate law enforcement agency. A student may be subject to the sanctions of the Student Code of Conduct in addition to being subject to possible action in criminal and/or civil court.

Any student engaging in the following types of conduct on campus or at a college-sponsored activity or event may be subject to disciplinary sanctions. This listing is intended to give students notice of the types of conduct which may result in sanctions. This list is not meant to be all-inclusive, but rather is intended to be a guide to the student.

IMPROPER CONDUCT/UNACCEPTABLE BEHAVIOR

Any student found to have committed the following types of misconduct is subject to disciplinary sanctions (as defined in Article VII):

1. Failure to comply with the College's policy on academic honesty.
2. Forgery, alteration, falsification, and/or misuse of College documents, records, or identification fraud; intentionally or maliciously provide false information and/or documentation to the College.
3. Possession, use, sale, or exchange of alcoholic beverages on College property and/or at College-sponsored functions; being intoxicated on College property or a College sponsored or supervised functions.
4. Illegal/unauthorized use, possession, sale, or exchange of drugs, narcotics, or other controlled substances on campus.
5. Assault and battery upon another person while on College-owned or controlled property.
6. Deliberate destruction of, damage to, malicious misuse of, or abuse of College property or any individual's private property physically located on College-owned or controlled property.
7. Attempted or actual theft, concealing, defacing, tampering with, or intentionally damaging College property, or the property of a student, College employee, or campus visitor, or threatening to do so.
8. Tampering with fire alarms or firefighting equipment on campus, including issuing false alarms of any nature.
9. Illegal/unauthorized possession or use of fireworks, firearms, knives, explosives, weapons, and/or facsimile weapons on College premises.
10. Failure to comply with reasonable directions of College officials or law enforcement officers acting in performance of their duties including refusing to provide valid identification upon request.

11. Disruption of the learning environment. This includes but is not limited to overt disrespect for the ideas and opinions of others, disruptive talking during class, deliberate and/or continuous interruption of instruction, and disruptive use of electronic devices.
12. Physical, written or verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
13. Physical abuse or injury of another member of the College community.
14. lewd, indecent, obscene, or disorderly conduct
15. Violation of the College's "Acceptable Use of Technology Policy" that includes unauthorized use of the College's email system, server, internet access, network, hardware, software, and other technology. Other prohibited uses include but are not limited to: bullying/cyber bullying, offensive communication, and access to obscene or pornographic material, transmission of offensive material.
16. Intoxication due to alcohol, narcotics, etc., on College-owned or operated property.
17. Participation in or organization of any unauthorized activities on College-owned or controlled property.
18. Hazing defined as an act which endangers the 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.
19. Unauthorized entry to, or use of, College property, including the failure to leave any of the College buildings or grounds after being requested to do so by an authorized representative of the College while in the performance of their duties.
20. Harassment, which includes but is not limited to sexual/racial harassment, of any student, employee, organization, or officer of the College or any individual or organization visiting or passing through the College campus.
21. Utterance of false testimony or submission of false written statements at any proceeding authorized by this document.
22. Persistent infraction of College regulations, policies, or procedures intended for the safety of buildings and/or personnel (i.e. smoking in prohibited areas.)

23. Unauthorized possession, duplication, or use of keys to any College premises or property and/or unauthorized entry to or use of College premises or property.
24. Violation of other published College policies, rules, or regulations including federal, state, or local laws constituting felonies or misdemeanors.
25. Intentionally impeding normal pedestrian or vehicular traffic on campus.
26. Violation of the “Clean Air Policy”.
27. Tampering with the election of any College-recognized student organization.
28. Gambling on campus or at any College sponsored activity.
29. Disruption or interference with the discipline process.
30. Hateful graffiti and other offensive expressions of prejudice and ignorance.

Article V: Due Process

5.1 Educational institutions, through the regulation of the use of their facilities and the setting of standards of conduct and scholarship of students, have an inherent mission to carry out the educational purposes of their charter. The principles of counseling, example, and due process should be followed. Proper safeguards should be provided to protect individual or group rights of students from the imposition of unjust penalties.

5.1.1 Any student or group of students charged with violating a College regulation have the right to due process

5.2 Civil Rights

5.2.1 College students have the same freedom of speech, peaceful assembly, and the right of petition as other citizens enjoy, and are subject to the same civil laws and due process as other citizens.

5.2.2 A college campus is not, and cannot be, a sanctuary. Its students are governed by federal, state, and local statutes. Illegal activity by students, whether on or off campus, subjects the individual to prosecution by authorities. College officials may advise students who are in violation of the law with sources of legal counsel. The principle of Dual Jurisdiction may apply in some disciplinary matters where a student is charged for the same act (1) by law enforcement agencies of violating a law, and (2) by college officials for violation of a College regulation, policy, or procedure on campus only.

5.2.3 Students charged with or convicted of any violation of law which requires their presence off campus will have the right to make up their work if it can be done within the normal time period for resolving incomplete grades.

5.3 Procedural Due Process

5.3.1 The following procedures shall be established in order to ensure due process in resolving disputes and disciplinary charges.

- a. Any persons whose rights have been violated as a result of another's violation of written College regulation, policy, or procedure may file charges.
- b. All charges must be filed in writing within five (5) working days of the date of the discovery of the alleged violation unless an extension is granted in writing by the Vice President of Enrollment Services. Such an extension will indicate the date (not to exceed five [5] working days after the last day of the semester) by which action will be taken.
- c. Disciplinary action is the responsibility of the Behavioral Intervention Team (BIT). Within the BIT team, only the Vice President of Enrollment Services or designee has the authority to suspend a student or remove him/her from campus.

5.3.1.a After disciplinary action has been taken which can include anything from a warning to expulsion depending on the severity of the offense, a letter is sent to the student, both regular and certified mail and to the student's raven's email account, within five (5) working days of the disciplinary meeting between the student and the BIT team member informing the student of the disciplinary action.

5.3.1.b. Upon receipt of the letter, the student has five (5) working days to appeal the disciplinary action by writing a letter to the:

Behavioral Intervention Team
C/o Vice President of Enrollment Services
Reading Area Community College
10 South Second St. P.O. Box.1706
Reading, PA 19603

The letter should specifically indicate that the student is intending to appeal the disciplinary action taken against him/her. If the student does not file an appeal with the BIT Team in the appropriate time frame, the student loses the opportunity to appeal the disciplinary action.

5.3.1.c The Office of the Vice President of Enrollment Services will contact the student to conduct an appeal hearing within five (5) working days of receipt of the appeal letter. Three (3) College staff will hear the student's appeal. The staff attending the appeal hearing will consist of members of

the BIT team minus the individual who originally issued the disciplinary action.

- 5.3.1.d. A student has the right to counsel (at no charge to the College); however, it is important to note that the hearing is not a legal proceeding. A student can chose to have a parent/guardian/advocate attend the hearing in lieu of counsel.
- 5.3.1.e. The appeals committee will issue a letter informing the student of the outcome of the appeals hearing within five (5) working days of the hearing. The letter will be sent both regular and certified mail and to the student's ravens email account. The decision of the appeals committee is final.

Article VI. Appeals Procedure for Consideration for Re-admission After Suspension

- 6.1 Disciplinary action is the responsibility of the Behavioral Intervention Team (BIT). The Vice President of Enrollment Services or designee are the only staff members who have the authority to suspend a student or remove them from campus.
- 6.2 Students who want to be considered for re-admission after having been suspended from Reading Area Community College should plan to inform the College in writing of their intent/appeal and send their request for consideration of re-admission to:

Behavioral Intervention Team
C/o Vice President of Enrollment Services
Reading Area Community College
10 South Second St. P.O. Box.1706
Reading, PA 19603

This appeal must be received by the following dates for each designated semester in which s/he wishes to be considered for re-admission:

| | |
|-----------------|-------------|
| Fall Semester | July 15 |
| Spring Semester | November 15 |
| Summer Sessions | April 15 |

- 6.2.1 It is important that a student understand this appeal process is for consideration for re-admission after suspension from the College; re-admission is not an automatic process.

- 6.2.2 The Office of the Vice President of Enrollment Services will contact the student within ten (10) working days after the request for an appeal has been received to set up an appeals hearing date. The BIT Team will conduct the hearing minus the individual who originally issued the disciplinary action.
- 6.2.3 The student will be required to submit, in writing, responses to the following questions. Other questions/documents may be asked for or required based on each individual student's case.
- 6.2.4 The document containing the written responses and any other requested documents must be sent or hand delivered to:

Behavioral Intervention Team
C/o Vice President of Enrollment Services
Reading Area Community College
10 South Second St. P.O. Box.1706
Reading, PA 19603

6.2.5 The student is required to answer the following questions in writing and bring the written responses to the scheduled hearing

- 6.2.5.a Discuss what the student has learned from the suspension and the behavior/situation that caused the suspension.
- 6.2.5.b The student must describe what s/he would do differently given what s/he has learned.
- 6.2.5.c.How would the student handle the situation today?
- 6.2.5.d.Provide evidence of documentation which was identified in the letter informing the student of the suspension and is a requirement to be considered for re-admission (as appropriate).
- 6.2.6. This written document as well as all other documentation required by the appeals committee will be reviewed by the staff conducting the appeals hearing and will be entered into evidence as part of the appeals hearing. Students will then be interviewed by the appeals committee.
- 6.2.7. A student has the right to counsel (at no charge to the College); however, it is important to note that the hearing is not a legal proceeding. A student can choose to have a parent/guardian/advocate attend the hearing in lieu of counsel.
- 6.3 If the student is re-admitted, the BIT team will determine under what

conditions and time frame the required actions must occur. All conditions and time frames must be explicitly stated in the follow-up letter sent to the student.

- 6.4 If the student is permitted to be re-admitted, the BIT team will respond in writing within ten (10) working days of the hearing informing the student of the outcome of the hearing and any conditions related to the re-admission. The letter will be sent by both regular and certified mail. It is the student's responsibility to make sure the appeals body has the current mailing address of the student.
- 6.5 If the student's appeal for re-admission is denied, the BIT team will inform the student within ten (10) working days of the hearing. The letter must identify why the appeal was denied, what the student needs to do to be considered for re-admission in the future and when the next appeal can occur.
- 6.6 The decision of the appeals committee is final.
- 6.7 Students may only be permitted to be re-admitted one time after a suspension. Should the student conduct himself/herself in a manner which requires a second suspension, the student will then be permanently expelled from the institution.

Article VII. Penalties

7.1 The judiciary body or administrative officer determines the guilt of the accused and may impose only the following:

- a. **Disciplinary Warning:** Oral or written notice to the student that the conduct in question is in violation of the Student Code of Conduct. It also serves as a warning that future misconduct could result in a more severe disciplinary action. A disciplinary warning may be issued by a BIT Team member without the right of appeal.
- b. **Disciplinary Probation:** A disciplinary probation is a disciplinary warning with the added stipulation that if the student is found guilty of a violation of the Student Code of Conduct during a specified probationary period, the student's continued enrollment at the College will be in jeopardy. Disciplinary probation may include the loss of privileges, use of specific college facilities, mandatory meetings with specified staff, and/or restitution for damages incurred. The probationary period is limited to a maximum of one year from the date of the written notification of the decision.

- c. Interim suspension: Exclusion from classes and other privileges or activities (not to exceed 5 working days) pending final determination of an alleged violation. This action will be invoked only when
 - i. the presence of the student on campus is detrimental and/or poses a threat to oneself and/or the members of the College community.
 - ii. when a student fails to comply with a College official's request to meet with the student for the purpose of investigating an incident. Failure to comply with this meeting request may result in a suspension from the College for the remainder of the semester.

This action does not exempt the student from any course attendance policies and the student is still obligated to complete the missed coursework.

- d. Suspension: Exclusion from the College and College-sponsored activities and/or exclusion from other privileges or activities from campus for a specific period of time (up to a maximum of one year from the date of the written notification of the decision). If the student is found guilty of violating the Code of Conduct and is suspended from the College, the student is still responsible for any outstanding debt owed to the College. The student must submit a written request for consideration for readmission to the college and must comply with the reinstatement requirements.
- e. Expulsion: Permanent exclusion from the College and College-sponsored activities. An expulsion sanction will remain on the student's permanent academic record.

7.2. Written record of all penalties imposed upon a student is kept on file in the office of the Vice President of Enrollment Services.

7.3 Penalties may include any combination of a, b, c, d, e, and f.

Article VIII: Communications Media

8.1 Student communication media are valuable aids in the dissemination of information as well as in establishment and maintenance of an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

8.2 As safeguards for the editorial freedom and responsibility of student communication, the following provisions are necessary:

- a. The student communication media are free of censorship and advance approval of copy, and its editors and managers are free to develop their own editorial policies and news coverage. At the same time, the editorial freedom

of student editors and managers entails corollary responsibilities to present all facets of a given issue in an objective manner to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, or undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. In the delegation of editorial responsibility to the students, the College should provide sufficient editorial freedom and financial autonomy for the student communications media to maintain their integrity and free expression in the academic community.

- b. Editors and managers of student communication media are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval. However, violations of the canons of responsible journalism as cited in Article 8.2.a will result in editors and managers being subject to removal.
- c. Such violations will involve the presentation of charges to the Campus Life Committee of the College Council.
- d. All student communication media will explicitly state that opinions expressed are not those of the College or student body.

Article IX: Definition of Terms

- 9.1 Accused: The person(s) accused of violating a College regulation, policy, or procedure
- 9.2 Civil and Criminal Law: Includes all laws, regulations, and ordinances made by the United States Government, the Commonwealth of Pennsylvania and its political subdivisions.
- 9.3 Governing Groups: Those representative bodies which are delegated primary responsibility by the College for the formulation and execution of policies within their jurisdiction.
- 9.4 Administrative Officer: Employee of the College under the authority of the President. Such personnel may include administrators as well as faculty when performing administrative functions.
- 9.5 Written College Regulation, Policy, or Procedure: An official rule established by an appropriate College authority governing the conduct or behavior of a member of the College community.
- 9.6 Members of the College Community: Includes all full-time and part-time credit and non-credit college officials, faculty, non-instructional staff, and all full-time and part-time credit and non-credit students.
- 9.7 Quorum: The established minimum number of members required to conduct

business.

Article X: Amendment Procedure

- 10.1 Upon approval of the Student Government Association, the amendment of this document will be submitted to the Campus Life Committee of the College Council. Upon approval, the amended document will be submitted to the President. Upon approval by the President and the Board of Trustees, the amended document will be posted on the College's website.

**Approved by Campus Life Committee
January 30, 2012**