

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>STUDENT CONDUCT REVIEW</b>	Policy 6.03.06
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## I. Purpose of Student Conduct Review

Southwestern Community College has an obligation to provide a safe place for its students to learn and a safe place for its employees to work. When any College employee has a concern about a student's potential to have a negative consequence to the safety of employees or other students, ~~or college facilities~~, this concern should be reported. The Student Assessment Team (SAT) is a cross-functional multidisciplinary group focused on prevention and early-intervention for students exhibiting concerning behaviors. The following procedures are outlined to guide this process.

## II. Procedures for Conduct Review

### 1. Step One

- a. Faculty and staff who are concerned about a student displaying elevated levels of distress, disturbance, or dysregulation (e.g. suicidal thoughts, ~~behaviors~~ or impulses, violent and aggressive ~~behaviors~~ or impulses, depression, disruptive behavior, physical or sexual abuse, ~~inappropriate or disconnected language~~) should immediately contact the appropriate campus Conduct Officer. The employee should follow-up with written notification which includes a description of the concern using the electronic Student Concerns Portal.
- b. Student behavior concerns that do not present immediate threat to safety or learning disruption should be reported using the electronic Student Concerns Portal.

### 2. Step Two

The Conduct Officer will review the concern and ~~if~~ **when** appropriate, convene the SAT to review the concern. The SAT will consist of the following individuals:

- a. Dean of Students (Chair)
- b. ~~Director of Student Support Services~~ **Disability Services Coordinator**
- c. Psychology Instructor
- d. ~~Instructional Dean or Extension Education Director for the division/center in which the student is or plans to enroll~~ **Academic Deans: Arts and Sciences, Career Tech, Health Sciences**
- e. ~~Student Services Coordinator Macon Campus~~ **Dean of the Macon Campus**
- f. Campus Resource Officer
- g. ~~Disability Services Coordinator &~~ **College Counselor**

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- h. One at-large appointee by Executive Vice President of Instruction and Student Services
- i. Other appointees **by the Executive Vice President** as needed

### 3. Step Three

Once the report is submitted, the Conduct Officer will determine next steps based on an initial review of the nature and circumstances of the report. Steps may include: (a) speaking with the student; (b) gathering additional evidence or information by interviewing members of the College community; (c) compiling additional documentation; (d) reviewing evidence sources; (e) referring for disciplinary action; and/or (f) making a referral to SAT. The SAT will review the concern to determine if the speech or behavior in question is creating or may lead to an unsafe environment.

### 4. The SAT Review

The SAT will review the ~~concern~~ **report** to determine if the speech or behavior in question is creating or may lead to an unsafe environment and impede the success of the student in question **or present a disruption to the campus community**. The SAT's response will be based on the nature of the behavior, the severity of the safety risk, ~~and~~ the **needs of the student in question, student's needs and the needs of the college community**.

As a part of this evaluation, the SAT may meet with the individual(s) bringing forth the concern, witnesses, and the person in question. Further, this team may request or require that the person be evaluated by outside professional(s) **at the students' expense** to determine their suitability to be a student at the College.

Upon completion of the review, the SAT will submit their written findings and recommendations to the Dean of Students for implementation. The SAT may include the following recommendations in their findings:

- a. No action required.
- b. Propose an action plan to address concerning behaviors and support student success.
- c. Refer student for an external psychological assessment and/or threat assessment **at the expense of the student**.
- d. Refer student to Policy 6.03.02 - Standards of Student Conduct to initiate appropriate disciplinary action

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- e. Refer student to law enforcement to initiate appropriate criminal proceedings.
- f. Recommend suspension.
- g. Recommend involuntary withdrawal from the College.
- h. Recommend conditions for re-admission following an involuntary withdrawal.

A student's failure or refusal to comply with recommendations of the SAT as administered by the Dean of Students will constitute a basis to charge the student with an offense(s) under Policy 6.03.02 – Standards of Student Conduct. Disciplinary actions or appeals that result from a student's refusal or failure to comply with SAT's recommendations will be administered according to provisions of the Policy 6.03.02 and 6.03.02.02 – Discipline and Appeal Procedure for Non-Academic Violations.

All documentation associated with each concern addressed will be maintained in the **Student Concerns Portal and sanctions will become part of the** student's permanent record.

## 5. Appeal Process

- a. Recommendations of suspension and involuntary withdrawal (not arising from violations of the Student Code of Conduct) are the only SAT actions that may be appealed.
- b. Appeals must be made to the Executive Vice President of Instruction and Student Services within five (5) **business** days of notification of action from the SAT.
- c. The Executive Vice President will review the record, review the SAT's recommendation and will meet and hear from the student. The Executive Vice President may uphold the decision of the SAT or refer the case back to the SAT to consider alternative actions. The Executive Vice President's decision is final.
- d. Disciplinary actions that result from a student's failure to comply with directives from the SAT are appealed through Administrative Procedures 6.03.02.02 – Discipline and Appeal Procedure for Non-Academic Violations.

## 6. Incident Follow-up

- a. The faculty or staff member who submits the initial information to the

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Conduct Officer beginning the inquiry will receive an acknowledgement from the Conduct Officer confirming that appropriate responses have been or are being made.

- b. Faculty or staff submitting a report should not expect detailed information about the disposition of their submission because the issue may involve due process or confidentiality rights of the student.
- c. Faculty and staff should submit additional reports as new concerns arise or as behavior is repeated, even if they have done so before. A single incident may be insufficient to take action, but a pattern of incidents may require an institutional response.

### III. SAT Member Responsibilities

SAT members shall:

- a. Be proficient with SAT procedures.
- b. Attend meetings and be active participants in the review of student reports.
- c. Handle all reports and investigations in a confidential manner with information released only on a need to know basis.
- d. Address issues in a timely manner
- e. Maintain knowledge and competence in using the selected threat assessment tool(s).

### IV. Faculty/Staff Responsibilities

- a. Be familiar with the SAT Policies and Procedures for reporting incidents.
- b. Report any conduct violations or concerning behaviors (including threats or perceived threats) to the Conduct Officer and Public Safety.
- c. Cooperate with the Conduct Officer and SAT to implement recommended action for mitigation of threat.

Note: The SAT will use their best professional judgment to review this matter. However, the SAT cannot be expected to predict future behaviors of individuals and, therefore, are held harmless in the event a student did repeat a harmful behavior.

**NOTE:** A “business day” as referenced in this policy is defined as a weekday when classes are in session.

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Cross Reference: 6.03.02 – Standards of Student Conduct;  
6.03.02.02 – Discipline and Appeal Procedures for Non-Academic  
Violations

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