

CHAPTER 3 STUDENT POLICIES

3.1 POLICY ON STUDENT RIGHTS

3.1.1 RIGHTS OF STUDENTS

Connecticut Community-Technical Colleges Board of Trustees Policy

It is the policy of the Board of Trustees of Community-Technical Colleges that the educational offerings of the Community-Technical Colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, sexual orientation, mental or learning or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of Sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups). Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community and Technical College students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

3.1.2 STUDENT GRIEVANCE PROCEDURE

1. Definition: A grievance is an allegation by a student that, as to him or her, an agent of the college has violated Board or College policies relating to students other than assignment of grades or other academic evaluation (see Section 3.1.3: Review of Academic Standing).
2. How to file a grievance: A grievance is to be submitted in writing to the Dean of Student Services or such other College official as the President may designate (hereinafter, the Dean of Student Services), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

3. Procedure for grievance resolution: The Dean of Student Services shall investigate the grievance and, within thirty days from the time the grievance was submitted, recommend to the President a disposition of the grievance, except as provided hereinafter:
 - a. In the course of each investigation, the Dean of Student Services shall consult with the Dean responsible for the area of college operations in which the grievance arose.
 - b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Student Services shall consult with the College's Affirmative Action person during the course of the investigation.
 - c. In the case of a grievance against a Dean, the grievance shall be filed with the President. The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in section 3.1.3, step 4.
4. Advisory Committee: The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the Deans or the President. The President may appoint and remove members of the Committee. If an advisory committee is appointed, the President shall establish a reasonable time frame within which the Committee must make recommendations.

3.1.3 REVIEW OF ACADEMIC STANDING

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.
2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the Academic Dean by filing a written appeal. The appeal must be filed with the Academic Dean (hereafter referred to as the Dean) within thirty calendar days of the student's awareness of the decision which is being appealed. Upon receipt of such appeal, the Dean shall meet with the instructor, if he or she is available, to determine that Step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The Dean may then refer the matter to the academic supervisor for informal consideration prior to Step 3 below.
3. The Dean or other designated official(s) shall afford a review as

provided below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the review by the Academic Dean.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of Section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify decision which has been appealed is advisory to and subject to the approval of the President.

4. The foregoing decision may be appealed to the President by filing a statement of appeal within ten calendar days of the date of the decision. Review by the President shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.
5. The time frames provided herein may be modified by the President for good cause shown.

3.2 POLICY ON STUDENT DISCIPLINE

3.2.1 POLICY STATEMENT

The Board of Trustees of Community-Technical Colleges adopts this policy on student discipline for the System of Community and Technical Colleges in recognition of the need to preserve the orderly processes of the colleges as well as to observe the students' procedural and substantive rights. As used herein, student means any person who is registered for a community or technical college course, program or extension offering.

3.2.2 PROSCRIBED CONDUCT

A community or technical college may discipline a student in the following situations:

1. For conduct that damages or destroys, or attempts to damage or destroy, college property or property of others on college or college-related premises.
2. For conduct which constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the College. Intentionally causing or attempting to cause injury is included within the meaning of this provision.
3. For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college-authorized activities on the College campus or other location where college-sponsored activity is carried on.
4. For unauthorized possession or attempted possession of college property or property of a member of the college community.
5. For acts which violate Board or College rules and regulations.

6. For acts of racism, violence, or harassment which violate Board Policy on Racism and Acts of Intolerance.
7. For making a knowingly false statement, either orally or in writing, to any employee or agent of the Board or the College with regard to a college-related matter.
8. For forging, altering, or otherwise misusing any college document or record.
9. For knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drugs, as that term is now defined or may hereafter be defined by law, (1) on the college campus or (2) off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of the provision. (See Policy on Drugs and Alcohol, Chapter 5.)
10. For academic dishonesty, which shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained), as one's own, (9d) stealing or having unauthorized access to examination or course materials, (e) falsifying records or laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.
11. For use or possession of a weapon (as defined in Section 53-206 of the Connecticut General Statutes) in violation of Board or College Policy. (See Weapons Policy, Chapter 5.)

3.2.3 DISCIPLINE PROCEDURES

The Board of Trustees of Community-Technical Colleges believes that all members of the academic community are entitled to expect compliance with the restrictions of Section 2: Proscribed Conduct. Accordingly, any student or employee of the college may initiate a disciplinary process in the manner specified by this section. Once the process has been initiated, as provided in paragraph one (1) herein below, all subsequent decisions concerning possible discipline of a student or students rest with appropriate college officials. The disciplinary record of a student may be considered in determining the disciplinary penalty which is appropriate.

1. A statement of possible violation must be filed in writing with the Dean of Student Services or other designee of the President (hereinafter referred to as the Dean) within thirty days of the date of the alleged violation or within thirty days of the date the alleged viola-

- tion was known. Said statement must specify the student conduct in question and the part or parts of Section 3.2.2: Proscribed Conduct which it is alleged said conduct violates.
2. If the Dean concludes that the alleged conduct, taken as true, is violative of the provisions of Section 3.2.2: Proscribed Conduct, he or she shall provide written notice to the student of the statement of possible violation and the fact that the allegations will be investigated by the Dean. Said notice must inform the student that he or she has the right to explain his or her position as part of the informal investigation.
 3. Following completion of the informal investigation specified above, the Dean may (a) determine that there is an insufficient basis in fact and dismiss the matter, (b) conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of college privileges would be appropriate, or (c) conclude that there is a sufficient factual basis for discipline and that discipline including the possibility of suspension or expulsion or removal of college privileges would be appropriate.
 4. If discipline less than suspension or expulsion or removal of college privileges is contemplated, the Dean may, after an informal hearing, impose such discipline specified in Section 3.2.4: Disciplinary Penalties, except suspension or expulsion or removal of college privileges, as he or she believes appropriate. As used herein, informal hearing means the opportunity for the student to be informed of the basis for the conclusion of the Dean and to present argument and evidence in his or her behalf. Within fifteen days of the imposition of discipline under this provision, the student may request review of the action by the President. The President may confirm, reduce or remove the disciplinary penalty.
 5. If discipline including suspension or expulsion or removal of college privileges is contemplated, the Dean shall cause a statement of charges to be served on the student involved. Said statement shall contain (a) a concise statement of the facts on which the charge is based, (b) a citation of the rule or rules alleged to have been violated, (c) a statement of the maximum penalty sought, (d) a statement that the student may request a hearing by responding in writing within fifteen days and requesting a hearing, and (e) a statement that failure to request a hearing may result in imposition of the maximum penalty sought.
 6. In the case of an emergency, the Dean may immediately suspend a student. An emergency means a situation under which the continued presence of the student at the college poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended as a result of an emergency shall be afforded written reasons for the suspension and a statement that he or she is entitled to a formal hearing as soon as possible, but in no event longer than ten days.

7. If a formal hearing is requested, the student is entitled to the following: (a) to choose to be heard by either an impartial party or panel appointed by the President, (b) when a hearing before a panel is chosen, to have student representation on the panel, (c) to appear in person and to have a representative, (d) to hear and to question adverse witnesses, (e) to present evidence and testimony in his or her behalf, (f) to a written decision following the hearing, and (g) to a review by the President of the hearing decision upon the request of the student made within fifteen days of the decision. As used herein, the term impartial shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings. The Chancellor may promulgate rules for the conduct of formal hearings.
8. The President is authorized to appoint college employees and students as the impartial party or panel specified herein and he or she may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the ground that the person(s) is (are) not impartial. The challenge is to be made to the President and the decision of the President shall be final.
9. The written decision of the panel shall specify its findings and the penalty assessed, if any. In the case of an appeal, the President may confirm, reduce, or remove the penalty specified.
10. Except in the case of an emergency as defined in (6) of this section, no disciplinary penalty may be implemented during the fifteen days in which a student is entitled to request a review by the President of the decision of an informal or formal hearing, nor during the period in which any such review is being conducted by the President.

3.2.4 DISCIPLINARY PENALTIES

Disciplinary penalty shall mean any action affecting the status of an individual as a student taken by the college in response to student misconduct, including but not limited to the following:

1. **Expulsion.** Expulsion is permanent disciplinary separation from the College involving denial of all student privileges, including entrance to college premises.
2. **Suspension.** Suspension is temporary disciplinary separation from the College involving denial of all student privileges, including entrance to college premises.
3. **Removal of College Privileges.** This penalty may involve restrictions on student privileges for a definite period of time, not to exceed two semesters.
4. **Disciplinary Probation.** Disciplinary probation is a status which indicates either (a) serious misconduct not warranting suspension, expulsion, or removal of college privileges or (b) repetition of misconduct after disciplinary warning has been imposed.
5. **Disciplinary Warning.** Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in

violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.

6. Community Service. Community service involves an obligation, agreed to by the student as an alternative to 1 through 5, above, for a given number of hours of service on the campus or in the community at large.