

ATTACHMENT 6
COMMITTEE PROCEDURES for ACADEMIC OFFENSES (pp.97-98)

1. The chairperson on receiving a written appeal or referral from the dean of students will convene the committee within 15 class days to determine the guilt or innocence of the student or the appropriate disciplinary action (sanction).
2. The student and the faculty member will be notified in writing at least ten class days before the date set for the hearing of the nature of the complaint and of the date, time and place the case is to be heard. They shall also be notified that, should either party choose not to appear, the hearing will proceed as scheduled. For the purpose of this section, the day after the date of mailing of the letter of notification shall be the first day of the ten day delay period. The committee must hear the case within 15 class days of the time the appeal or referral was filed. The determination of the date, time and place of the hearing will include consideration of the student's and faculty member's schedules and of their convenience, but in the interest of fairness, reasonable speed shall be the watchword.
3. The student and the faculty member will be notified that each can bring witnesses in his or her behalf, that each will have a reasonable opportunity for confronting witnesses appearing against him or her, that each has the right to be present during all phases of the hearing, and that each may bring to the hearing two nonparticipating representatives.
4. At least five class days before the committee is convened, the student and the faculty member must submit to the administrative officer all the information that each feels is pertinent to the appeal or referral. This information must be in writing and supported in detail, and it should specify what additional evidence and witnesses the student or faculty member will bring to the scheduled meeting. Copies of this information will be distributed to all involved parties.
5. The only persons present at meetings of this committee shall be members, parties to the action being considered by the committee and their nonparticipating representatives, and witnesses actually testifying before the committee.
6. Written statements by witnesses in lieu of personal appearance should not be allowed except in rare instances.
7. During the process of making a determination of guilt or innocence or in determining the appropriate disciplinary action (sanction), the committee shall consider only that information which (a) has been presented during the hearing and (b) is relevant to the charge.
8. If the committee finds the student guilty of the charge, the faculty member will determine the appropriate grade penalty, and the committee will determine the appropriate disciplinary sanction. If the committee finds the student innocent, the faculty member will treat the student accordingly; in any case, no disciplinary sanction or grade penalty shall be imposed until the appeal deadline has expired. The administrative officer will maintain all records during the appeal delay period and on the expiration date will forward all records to the dean of students for filing and appropriate administrative action and notify the faculty member to impose the penalty.
9. The administrative officer shall notify in writing and deliver within five class days of the hearing to the appropriate persons (the student, the faculty member and the dean of students) the decision and determination of the case, the disciplinary sanction imposed, and the right of the student, the faculty member or the dean of students to petition for appeal. The Appeal Procedures and Instructions shall accompany the letter. A grade penalty cannot be appealed.
10. If the disciplinary sanction imposed was suspension or expulsion, the administrative officer shall notify the vice chancellor for educational services, the vice chancellor/provost and the chancellor in writing of the committee's decision and the determination of the case, reasons for the decision, sanction imposed, and verify that all involved parties have been notified of their right to petition for appeal in accordance with the University's Procedures and Instructions.