



Broward
Community
College

Procedure Manual

Title: Student Code of Conduct	Number: A6Hx2-5.02
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The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward Community College. In those cases not likely to result in a termination of a student's enrollment at the College, the campus/center chief student affairs officer shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES

1. Any member of BCC community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours.

2. The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and the accused student, may impose sanctions outlined in this Procedure. The student shall be informed of the sanctions in writing.

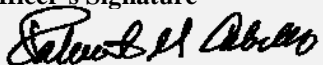

ARTICLE II: SANCTIONS

1. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.

2. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.

3. Loss of Privileges - Denial of specified privileges for a designated period of time.

4. Fines – Student may be required to pay fines incurred (i.e. parking, library) as one of the conditions for complying with the sanction imposed.

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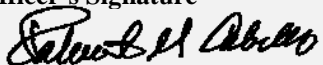

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5. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions – Work assignments, service to BCC or other related discretionary assignments.
7. Withdrawal Without Refund – Withdrawal without refund is administratively imposed for violations of specific regulations.
8. BCC Suspension – Separation of the student from BCC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. BCC Expulsion – Permanent separation of the student from BCC.
10. The following sanctions may be imposed upon BCC groups or organizations:
 - a. Those sanctions listed above.
 - b. Deactivation or loss of specific organizational privileges for a specified period of time.

Other than BCC suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BCC suspension or BCC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BCC suspension or BCC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

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ARTICLE III: APPEALS

1. A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer. A student may appeal grades received involving allegations of academic dishonesty as outlined in BCC Policy 6Hx2-4.19 and Procedure A6Hx2-4.19.

2. If a student appeals the decision of the chief student affairs officer to the Vice President for Student Affairs, the chief student affairs shall decide if sanctions shall be in effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BCC immediately, and have the student escorted off of BCC property.

3. The chief student affairs officer will forward all necessary paperwork to the Vice President, including but not limited to all incident reports filled out by BCC personnel, all security reports, any witness statements, and any police reports.

4. If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee. The Student Conduct Committee is a sub-committee of the Academic Standards Committee. The Student Conduct Committee shall consist of six members chosen from the Academic Standards Committee. A Hearing Officer shall be selected by the Vice President for Student Affairs from among the six members of the Student Conduct Committee. The Hearing Officer shall assume the role of Chair of the Student Conduct Committee.

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5. The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanction(s) to the Vice President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.

6. The Vice President for Student Affairs shall forward all pertinent paperwork to the Hearing Officer who shall present the charges to the student or student organization in written form. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.

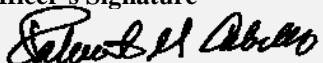

ARTICLE IV: HEARING PROCEDURES

1. Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Officer, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.

2. In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, in his or her discretion, may permit the hearings concerning each student to be conducted separately.

3. The complainant and the accused have the privilege of being assisted by one advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.

4. The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.

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5. The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least one business days prior to the hearing.

6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.

7. All procedural questions are subject to the final decision of the Hearing Officer.

8. At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.

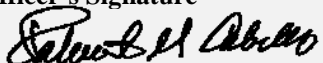

9. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BCC.

10. After the hearing, the Student Conduct Committee shall determine by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.

11. The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

12. If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affairs officer.

13. The Vice President for Student Affairs, after receiving the recommendation of the Hearing Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.

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14. Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BCC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.

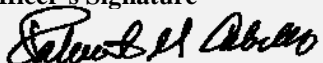

15. A quorum for the Student Conduct hearing will be the Hearing Officer and three members of the Student Conduct Committee.

ARTICLE V: INTERPRETATION AND REVISION

1. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.

2. The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

[Link to Policy 6Hx2-5.02](#)

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