

VII. Disciplinary Procedures

Violations

Violations of any rule/regulation in the Student Handbook (per academic year or two consecutive semesters) are subject to fines and/or disciplinary action as follows:

1. First incident report written by an RA may constitute a \$10 fine.
2. Second incident report written by an RA may constitute a \$45 fine, plus dormitory community service as deemed appropriate by the Director of Housing.
3. Third incident report written by an RA may constitute suspension from any and all campus housing for a period not less than seven days, as determined by the Director of Housing. Fines collected by the Director of Housing will be set aside in a petty cash fund. Generally, the Director of Housing will allocate these funds for student-related projects at his/her discretion.

Arrests

Members of the HCHC community are required to conform to all local, state and federal laws. Students who are arrested for any reason (misdemeanor or felony) at the local, state or federal level are required to notify the Dean of Students immediately.

HCHC will cooperate with authorities as appropriate.

HCHC may pursue disciplinary action when students are suspected of unlawful behavior regardless of the status of criminal or civil proceedings.

Disciplinary Sanctions

Students should expect HCHC to confront any circumstance or behavior that might hinder personal growth or disrupt community life. HCHC believes that when a student chooses to disregard community expectations, it has the obligation to suspend community privileges, including housing and class participation. Each incident is reviewed on a case-by-case basis, with consideration of the following:

1. Severity of the violation.
2. Context of the incident.
3. Responsiveness of the accused to confrontation, and
4. Degree to which the individual displays genuine repentance.

When it employs sanctions, HCHC intends to:

- Be fair and consistent.
- Promote change in the individual,
- Provide restitution (in case of theft and/or loss).

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- Restore the individual to the community.

The following is a list of possible sanctions available to HCHC. More than one of the sanctions may be imposed for any single violation. Other sanctions may be used when deemed appropriate by HCHC.

- **Warning:** A statement of the standards of conduct is made to the student with an official warning concerning future behavior.
- **Loss of privileges:** Denial of specified privileges for a designated period of time.
- **Loss of credit for assignments:** Credit may be taken away for assignments submitted, in the case of plagiarism.
- **Failure of course:** Student may be given a failing grade in a course.
- **Fines:** Fines vary according to the violation, and may include all costs involving damage to HCHC or private property.
- **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement. Disciplinary Process • **Discretionary sanction:** Work assignments, service to HCHC or other related discretionary assignments.
- **Mentoring/Accountability:** The student is required to meet for a specified period of time with a faculty or staff member for accountability and support.
- **Disciplinary contract:** A student is placed on disciplinary contract for minor and/or repeated behavior infractions. When placing a student on disciplinary contract, HCHC intends to communicate that the student's behavior is serious and that subsequent behavior violations, as well as failure to complete disciplinary action, will result in more serious disciplinary action, up to and including immediate dismissal.
- **Disciplinary probation:** The student is expected to show development in responsible actions toward HCHC and members of the community for a specified period of time. A student is placed on disciplinary probation for major and/ or repeated behavior infractions. Probationary students (academic, financial aid and disciplinary) are ineligible to hold student leadership positions. When placing a student on disciplinary probation, HCHC intends to communicate that the student's behavior is jeopardizing his/her enrollment and that subsequent behavioral violations, as well as failure to complete disciplinary sanctions, will likely result in an immediate dismissal from HCHC. Probationary students are ineligible to hold student leadership positions, may not participate in public ministry at HCHC, and forfeit institutional scholarship awards. HCHC generally informs the parents or legal guardians of students who are placed on disciplinary probation as permitted under the Family Educational Rights to Privacy Act. o **Interim suspension:** Students are denied access to the residence halls/married student housing complexes, and/or to the campus (including classes) and/or all HCHC activities or privileges for which the student might otherwise be eligible.
- **Suspension:** The student is involuntarily separated from HCHC for a specified length of time. Suspended students are required to leave campus for the duration of the suspension and may not attend class, reside in on-campus housing, 49 50 Disciplinary Process attend Chapel, eat in the cafeteria, etc. Absences from classes are not excused and faculty members are not obligated to permit students to make up missed classroom work. All academic and financial consequences caused by the suspension are the responsibility of the student.
- **Withdrawal:** The student is permitted to withdraw from HCHC without the privilege of returning until a time specified.

- Dismissal: The student is permanently separated from HCHC. No refunds are made, all financial aid may be canceled, and the student will suffer academic consequences of his/her actions. Dismissed students are required to leave campus immediately, will receive failing grades in all classes, and will not receive any financial refunds.

The list of disciplinary levels and sanctions below is intended to provide a general framework that will generally be followed in most cases. However, consideration is given to the specifics of the incident and the previous behavior of the student(s) involved, as well as to other relevant factors. Therefore, outcomes and procedures may differ. HCHC may respond to violations that do not appear on this list.

Disciplinary Levels and Sanctions of a Non-Academic Nature

Level One

A level one infraction is a first-offense, incidental or minor infraction of HCHC policy: alcohol, bigotry, accidents, dress code, entertainment violation, quiet hour violation, failed room inspection, parking violation, burning candles, etc.

Level one disciplinary responses include, but are not limited to, a warning, community service, reduction in community privileges, restitution, etc. A level one sanction cannot be appealed.

Level Two

A level two infraction is a serious or repeated infraction of HCHC policy: repeated level one infraction, lack of follow-through on a level one sanction, pornography, sexual immorality, alcohol or tobacco use, etc. Disciplinary Process

Level two disciplinary responses include, but are not limited to, all level one responses, disciplinary contract, mentoring, professional counseling, suspension of public ministry, removal from student leadership positions, suspension, etc.

Level Three

A level three infraction is a very serious or dangerous infraction of HCHC policy: repeated level two infraction, lack of follow-through on level two sanction, pornography, sexual immorality, theft, vandalism, alcohol or tobacco use, illegal drug use, lying, violation of the law, hazing, violent behavior, etc.

Level three disciplinary responses include, but are not limited to, all level two responses, restitution, disciplinary probation, suspension, withdrawal, dismissal, etc.

Disciplinary Process

For most infractions, the Dean of Students (or other appropriate administrator) will conduct an informal meeting – called a disciplinary conference – to discuss the infraction with the student and assign any sanctions. In the event that an infraction could lead to a removal from campus housing for longer than one week, suspension, or expulsion, the Dean of Students will convene a disciplinary hearing that will include members of the faculty and staff, and the student may invite the disciplinary representative of the SGA for advice and support. The student will be informed of the time and place of the hearing at least 48 hours in advance. HCHC may remove a student accused of serious misconduct from campus pending the result of a disciplinary hearing. The policy of HCHC is to conduct closed hearings.

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The disciplinary process is not subject to formal rules of court or evidence. (For example, a student is not “found guilty” based on proving a case “beyond a reasonable doubt” as in criminal law but can be “held responsible” for a violation that is “more likely than not” to have occurred.) A student is always given the opportunity to give his or her account of events and to present evidence and other witnesses in either disciplinary conferences or hearings. 51 52 Student Honor Code

Appeal Process

Students may appeal a disciplinary decision on the grounds that:

1. Fair consideration was not provided to the student (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary or capricious).
2. New and significant information, not reasonably available at the time of the initial hearing, has become available.
3. The sanction or remedy imposed is not in keeping with the disciplinary guidelines outlined in the Student Handbook.

Students who wish to appeal a disciplinary decision should submit a letter of appeal to the President within three working days of the communication of the decision. The letter of appeal should outline the facts in the matter, the disciplinary decision, the rationale for why that decision is being appealed, and a list of persons the student wishes to participate in the appeal (if applicable). The President will generally request a meeting with the student and the person issuing the disciplinary decision to discuss the appeal, and may invite other persons, as he/she deems appropriate.

The President may appoint a committee to review the facts. The President serves as the final appellate level, and will issue a final sanction to the student.

Honesty, Integrity, and Trust are foundational qualities of Christian Life. In honoring this, students enrolled in both Hellenic College and Holy Cross Greek Orthodox School of Theology are entrusted with the duty to conduct themselves in a manner appropriate to this institution’s mission and character, as a home of Christian education and spiritual development. Fulfilling this duty and respecting the repercussions of individual action upon the community atmosphere, which either build or diminish the Christian Spirit of these schools, all students are trusted with the obligation to refrain from acts which they know or, under the circumstance, have reason to know violate the academic integrity of this institution.