

G. Christopher Belle-Isle
Interim Vice President, Student Services



TO: Faculty Colleagues
FROM: G. Christopher Belle-Isle, Interim Vice President, Student Services
DATE: August 31, 2013
SUBJECT: Information on Classroom Support

The Office of the Vice President, Student Services has the primary responsibility for administering the College Conduct Regulations. While all faculty are encouraged to seek voluntary compliance from violators of the Conduct Regulations, there may be occasions where intervention from the Vice President's office is recommended and encouraged.

Please feel free to contact our office (Ext. 2122) if you have any questions. I wish you a professionally fulfilling academic year.

Conduct Regulations

In your role as a faculty member, should you encounter the following:

- You feel threatened or uncomfortable by a student's behavior;
- A student is disrupting the learning environment and has ignored or refused to comply with your behavioral expectations;
- A student exhibits erratic or irrational behavior; and/or
- Repeated efforts to work with the student have failed.

Advice and assistance are available at the Brighton and Damon City Campuses by contacting:

Betsy Ripton, Interim Assistant Vice President, Student Services, Ext. 2122,
eripton@monroecc.edu

Dr. Susan Baker, Assistant Vice President, Student Services, Ext. 2124,
sbaker@monroecc.edu

Dr. Ann Topping, Dean of Student Services, Damon City Campus, Ext. 1749,
atopping@monroecc.edu

Once you have made initial contact, Student Services can assist you by:

- Collaborating with you to develop strategies for addressing disruptive and/or inappropriate behavior and determining desired outcomes;

- Assisting to determine if Public Safety should be involved to investigate and document the behavior and/or incident(s);
- Determining if MCC's Conduct Regulations have been violated and to investigate if the student has a previous record regarding his/her behavior;
- Meeting with the student and engaging in a discussion about the disruptive behavior;
- Charging the student with a violation of the Conduct Regulations, if appropriate, and determining a sanction (reprimand, censure, probation, fines, restitution, discretionary sanctions, suspension, disciplinary sanctions, expulsion);
- Removing the student from a particular class, moving the student to another section (only with approval of all faculty involved and the Department Chair) or separating disruptive students by assigning specific seats.

Other actions that the Vice President, Student Services Office can require:

- Refer student to the Counseling and Advising Center or Health Services for follow-up intervention and personal counseling for issues such as anger management, substance abuse, time management, personal hygiene, eating disorders, etc.;
- Refer the student's case to the Behavioral Consultation Team (BCT) for intervention to address mental health disturbances and other behavior that either poses a danger of harm to self or others or disrupts the learning environment;
- Initiate through BCT a referral to a community health agency for evaluation and/or counseling;
- Initiate with consultation from members of the BCT a mental hygiene arrest;
- Require the student to write a reflective paper describing the learning that is experienced as a result of the student judicial process.
- Require the student to make restitution for damages to or theft of property.

What faculty can expect when Student Services intervenes:

- A timely response and follow up;
- A thorough investigation and gathering of facts;
- A fair approach that provides the student an opportunity to respond to the complaint;
- An opportunity for the student to demonstrate remorse, an understanding of MCC's behavioral expectations, and an acknowledgment that the concerning behavior cannot continue; and
- When appropriate, having the student return to class with the understanding that continued inappropriate behavior can lead to removal from the class and/or the College.

The Vice President's office encourages you to report inappropriate behavior early on so that collaboration can occur. The goal is to address and modify the student's behavior so the student can continue in the class without causing disruption to the classroom environment. If the student refuses to comply with behavioral expectations using a progressive discipline approach, more severe penalties may occur.

Helping Our Students Succeed (HOUSS) Referral Form

You can also report concerns by using the HOUSS Referral form which is available online. This form can be used to refer students for concerns related to academics, classroom behavior, personal issues, adjustment to college, and/or financial issues. Once submitted, the form is reviewed by staff in the Vice President, Student Services Office and next steps of action are determined. The form is available on the MCC website at: www.monroecc.edu/go/houss or **MyMCC, Employees, Online Forms, Student Services.**

Academic Honesty

If you have evidence that a student is guilty of cheating or plagiarism, you may initiate the appropriate disciplinary action. However, no penalty shall be imposed until after the student has been informed of the charge of academic dishonesty and of the evidence upon which it is based, and been given the opportunity to present whatever statement or evidence the student desires in his/her defense.

If the student is found guilty, you shall assess a penalty within the course consistent with the magnitude of the transgression. Such penalty, if it affects the student's grade, shall be reported in writing to the appropriate department chair and to the Vice President, Student Services.

The Vice President maintains a database of all reported cases of academic dishonesty, and the Student Services Office may initiate further disciplinary action in any case of repeated infractions or in cases of complicity on a large scale. Such further disciplinary action may result in probation, suspension or expulsion from the College.

Should the student dispute the facts upon which you determined the penalty, or object to the severity of the penalty, a written appeal may be submitted to the Vice President, Student Services requesting a hearing before an Appeal Board. The Appeal Board shall review the facts of the case, hear testimony, consider the disciplinary action taken and render a decision to uphold, reject or modify such action. The burden of proof of the charges rests with you.

Throughout this appeal process the Student Services Office serves as an impartial mediator with the task of organizing the Appeal Board and insuring that the rights of you and the student are protected and that "due process" occurs. During the appeal process, the student is allowed to continue to attend class pending the outcome of the appeal hearing.

Sexual Harassment

Sexual harassment is any threatening, demeaning or offensive conduct or situation that unreasonably interferes with a person's pursuits and is based on the sex of that person. Sexual harassment is any conduct or situation that, on the basis of sex, makes it more difficult for a reasonable person to do a job or receive his or her education. Sexual harassment is a form of discrimination based on sex because the harassment treats a member, or members, of one sex differently from members of the other sex or engages in conduct that is based on the difference in sex.

Sexual harassment is illegal and it applies to all employees and students at all times and places in any connection with the institution. If, as a faculty member, you are a victim of sexual harassment, or you have knowledge of a student or employee who has been a victim of sexual harassment or you have knowledge of an alleged harasser, you should contact Dr. Susan Baker, College Sexual Harassment Officer, Office for Student Services at the Brighton Campus or Ms. Vilma Patterson, Sexual Harassment Liaison, Student Services Center at the Damon City Campus.

Incidents of sexual harassment that involve students will be investigated confidentially by the Sexual Harassment Officer. The Vice President, Student Services has the final and ultimate determination of discipline.

Retaliation:

The College strictly prohibits retaliation against any person for filing a complaint about harassment, for making a request that harassing conduct stop, or for assisting a person with a harassment complaint.

Title IX:

Title IX of the Education Amendments of 1972 prohibits sexual discrimination in any form; to include any form of sexual harassment and gender discrimination.

Federal law states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

c: Michael McDonough, Provost and Vice President, Academic Services

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