



Monroe Community College Faculty Guide for Student Misconduct

The Student Code of Conduct outlines the expected behavior of each student, whether inside or outside of the classroom. All students, upon entrance to the College, agree to abide by the rules and regulations that are set forth in the Student Code of Conduct. Thus, each student is responsible for conforming his or her conduct to the requirements of this code and applicable federal, state, and local laws. In addition, students are expected to comply with the rules of the classroom, which are set by the faculty.

Violations of the Student Code of Conduct will be adjudicated by the Monroe Community College judicial system, which reflects and supports the educational mission of the institution. This system ensures fair and equitable treatment to all individuals who are charged with or who are the victims of student misconduct. Accused students can elect to have their cases heard administratively by the Director of the Office of Student Rights and Responsibilities or another hearing officer within the judicial system or to proceed through the College's judicial board process.

Any written complaint filed against a student, which alleges classroom or non-academic misconduct, will be forwarded to the Office of Student Rights and Responsibilities. After consultation with the complainant (the complainant could be a student, staff member, or faculty member), the Director will schedule a judicial conference with the student to review the charges and the hearing process as outlined below. An advisor may be present during this judicial conference and any subsequent hearing, but may not participate in any of the judicial proceedings.

In the event that students have an academic concern or grade dispute, faculty are encouraged to consult their department chair about the academic grievance procedures. Faculty are also required to report academic dishonesty using the online behavioral incident report (BIR) form, to be tracked by the Office of Student Rights and Responsibilities.

Certain behavior violates both the campus regulations and the generally-applicable laws. In such instances, the College may institute disciplinary action prior to the adjudication of the offense(s) in off-campus courts or may await the outcome of off-campus prosecution before initiating the campus disciplinary process. The fact that civil authorities may or may not impose punishment will not prevent the College from protecting its educational mission and its community by taking suitable action against a student. Certain college departments, facilities, academic programs, student organizations, clinical, or other off-campus assignment sites have additional behavioral guidelines and related policies and procedures that apply to students. For further information, contact the Office of Student Rights and Responsibilities.

Student Rights and Responsibilities
Brighton Campus, Building 7-339
585-292-2023
www.monroecc.edu/go/studentservices

Classroom Behavior

The classroom environment must be characterized by order, civility, and mutual respect among faculty and students. Faculty often handle classroom misunderstandings by placing their expectations in their course information sheets and addressing expectations on the first day of class. Students must also adhere to Monroe Community College's [Student Code of Conduct](#).

When a problem arises that threatens an appropriate classroom environment, including online, laboratory, clinical setting, and other learning spaces, it is important to deal with the issue promptly according to the following steps. (There may be situations that warrant an immediate referral to the Office of Student Rights and Responsibilities, and faculty should consult their department chair in those matters.)

Step 1: When a disruption in a classroom occurs, faculty should address the concern informally and discreetly, immediately following the disruption. Faculty should meet with the student after class or during office hours and give clear, direct notice, that the behavior is unacceptable.

Step 2: If the disruption continues or escalates, the student must meet with the faculty member during office hours or by appointment. All reasonable attempts should be made for this meeting to take place before the next class period to discuss the behavior and to develop a plan to amend the behavior. Faculty should document this conversation by email, to both the student and the department chair.

Step 3: If the behavior continues or escalates beyond step 2, faculty should seek a mediated resolution with the support of a department chair or dean. All reasonable attempts should be made for this meeting to take place before the next class period. Faculty should document this conversation by email to the student, the department chair, and/or dean.

Step 4: If mediation is unsuccessful and the department and faculty member determine that the behavior warrants referral to Student Services, the faculty member should file a written complaint with the Office of Student Rights and Responsibilities via the online [Behavioral Incident Report \(BIR\) form](#) located on the Student Rights and Responsibilities website. Documentation to support all of the steps thus far should be attached to the BIR form. Faculty should inform the student via email that he or she has been referred to Student Services for misconduct.

The Director of Student Rights and Responsibilities will contact the faculty member within one business day of receipt of the complaint to agree upon the most suitable immediate action:

- If the faculty member believes that the behavior can be modified by a discussion with Student Rights and Responsibilities, the student may remain in class during the three-day investigation period.

OR

- If the behavior is determined to be too disruptive to the learning environment*, the student will be removed immediately from class pending a three-day investigation. During the investigation period, absences incurred would not be counted toward the absence limit as established by the faculty member, but the student is still responsible for completing all assigned work.

In both cases, the investigation will include a meeting with the student and the Director of Student Rights and Responsibilities to discuss the behavior and plan to amend the behavior. The Director of Student Rights and Responsibilities will email this plan to the student, faculty member, and department chair, clearly outlining expectations regarding the student's return to class.

Upon returning to class in either case, if the student does not comply with the plan, he or she will be immediately removed and sent to the Office of Student Rights and Responsibilities, where the judicial conduct process will begin.

**this does not mean interruptions to the classroom such as sleeping or texting, but serious behavioral incidents that interfere with the learning environment of all students.*

During An Incident and Investigation

1. Faculty should be as thorough as possible when communicating to disruptive students, first communicating verbally and then following up in writing.
2. When reporting incidents, only factual information should be included. Reports become a part of the student's educational record and should not include personal opinion.

3. Faculty should be prepared to collaborate with the Office of Student Rights and Responsibilities, as well as the academic dean or department chair, and other academic services administrators to reach a solution that works for all.
4. Faculty should be prepared to be present at a College Judicial Board hearing if one is deemed necessary.

During A College Judicial Board Hearing

Though most judicial matters are handled administratively between the student and the Director of Student Rights and Responsibilities, some cases are referred to the College Judicial Board. Cases that are presented to the Board are usually presented by the Director of Student Rights and Responsibilities. If, however, a case involves classroom conduct, it is in the best interest of the institution that the faculty member(s) involved in the case be present at the hearing to serve as a presenter or witness. Parties will wait in separate rooms before appearing in the hearing. Additional guidelines will be shared by the Director when a judicial hearing is necessary.

Other Important Information

If faculty believe there is a risk to their safety or the safety of others, they should immediately call Public Safety at 585-292-2911.

If faculty are concerned about the well-being of a student, they should consult their department chair, and if appropriate, report the concern through the BIR form. Faculty should expect communication from the Office of Student Rights and Responsibilities within one business day.

Under Title IX of the Educational Amendments of 1972, “responsible employees,” including faculty members, must report incidents of sexual harassment and/or sexual violence to the Title IX Coordinator, Kristin Lowe, Esq.; Assistant Title IX Coordinator, Melissa Fingar, Esq.; or a Title IX Deputy Coordinator. The College is obligated to address sexual harassment and sexual violence about which a responsible employee knew or should have known.

When reporting to the Title IX Coordinator, Assistant Title IX Coordinator, or a Title IX Deputy Coordinator, the faculty member should include all relevant details. This includes the names of the accused individual (if known), the reporting individual, other individuals involved, as well as relevant facts, including the date, time, and location of the incident(s).

Before a student reveals information that he or she may wish to keep confidential, the faculty member should make every effort to ensure that the student understands: (i) the faculty member’s obligation to report the names of the accused individual and the reporting individual, as well as relevant facts to the Title IX Coordinator, Assistant Title IX Coordinator, or a Deputy Title IX Coordinator; (ii) the student’s option to request that the College maintain his or her confidentiality, which the College will consider; and (iii) the student’s ability to share the information confidentially with Donna Mueller, Director of Health Services (585-292-2510), file an anonymous report by visiting www.monroecc.edu/go/titleix and clicking on “Complaint Information” or by contacting the Silent Witness Hotline at 585-292-3636. (If the student wishes to confidentially disclose the incident and obtain services off-campus, available disclosure and assistance resources can be found at www.monroecc.edu/go/titleix.) If the student requests confidentiality, the Title IX Coordinator will make every effort to respect this request and will evaluate the confidentiality request in the context of the College’s responsibility to provide a safe and nondiscriminatory environment for all students.

At the first instance of a disclosure by a reporting individual, the following information should be shared with him or her: *Monroe Community College students and employees have the right to make a report to Public Safety, local law enforcement, and/or the State Police or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College.*

If there is an emergency or a serious and continuing threat to anyone, immediately call Public Safety 585-292-2911. Please do not hesitate to contact the Title IX Coordinator, Assistant Title IX Coordinator, or a Deputy Title IX Coordinator if you have questions.

Kristin Lowe, Esq., Title IX Coordinator	klowe5@monroecc.edu	585-292-2108
Melissa Fingar, Esq., Assistant Title IX Coordinator	mfingar@monroecc.edu	585-292-2117
Deputy Title IX Coordinators	For the names and contact information of the Deputy Title IX Coordinators, please visit www.monroecc.edu/go/titleix .	

Resource Guide for Addressing Various College Concerns*

Type of Complaint	Action Initiated By	Action	Contact Person
Academic Dishonesty	Faculty	Fill out Report of Academic Dishonesty Violation and inform student of penalty; send memo to Vice President for Student Services, Dr. Lloyd Holmes	Amy Greer** agreer@monroecc.edu 292-2023
Classroom Behavior	Faculty	Follow steps outlined in the Short Guide for Faculty of MCC Regarding Student Misconduct	Amy Greer agreer@monroecc.edu 292-2023
Complaints re: Faculty, Classroom Environment, College Procedures	Student	Follow steps outlined in Complaints Protocol located http://www.monroecc.edu/depts/student-rights/ombudsman/	Ryan Messenger rmessenger@monroecc.edu 585-292-2193
Grade Dispute/Academic Grievance	Student	Information regarding filing a grade dispute is located http://www.monroecc.edu/depts/acadserv/academic-grievance-procedure/	Dr. Holly Wheeler hwheeler@monroecc.edu 292-2196
Sexual Discrimination, including Sexual Harassment and Sexual Misconduct	Faculty Student Staff	Information regarding on- and off-campus resources, disclosure and reporting options, and Title IX Officer contact information is located http://www.monroecc.edu/depts/stuserv/TitleIXInformation.htm	Kristin Lowe, Esq. klowe5@monroecc.edu 292-2108
Student Well-being/General Concerns	Faculty	Fill out BIR form online	Amy Greer agreer@monroecc.edu 292-2023

*This is not meant to be an inclusive list

**For fall semester 2017 only, please contact Katie Nicholas, Prevention and Education Coordinator, at knicholas1@monroecc.edu or by phone at 585-292-2126.

Complaints of all types should have attempted resolution informally and closest to the source of the complaint—if that person is not available or is unresponsive, then the supervisor is the next contact person. Most of the procedures outlined in the steps above begin the formal process.