



## HACC Community Standards Hearing Board Process Guide (Student)

### Code of Conduct

Both SGP 505 and College Policy 074 are two of the documents used when a HACC student violates a policy. Please review the documents below, so you are familiar with the policies and process.

[SGP 505: Student Disciplinary Action](#)

[College Policy 074: Statement of Practices Constituting Unacceptable Conduct](#)

### Community Standards Process

HACC provides a space to hold students accountable for those involved in incidents that may require disciplinary action. The Director of the Office of Community Standards/designee will provide the student the opportunity to meet about the incident and review the alleged policy violation(s) and any important information related to the incident and provide hearing process options. During the meeting the student will have the opportunity to accept the sanction or choose to participate in a Formal Hearing.

### The Formal Hearing

*(Adapted from the University Conduct Board Training Manual at East Stroudsburg University)*

The formal hearing, with either an Administrative Hearing Officer (Admin) or the HACC Hearing Board, is a formal proceeding wherein the alleged incident and relevant information is reviewed, witnesses participate, and the referred student has the opportunity to be heard. At the conclusion of the Formal Hearing the Admin/HACC Hearing Board makes a determination about the referred student's responsibility and if responsible for a violation, appropriate educational sanction(s). The Admin/HACC Hearing Board is a decision-making body and submits an official outcome that will be communicated to the referred student through the Office of Community Standards and Student Engagement. Referred students have the right to appeal the decision of the Formal Hearing, as outlined in **SGP 505: Student Disciplinary Action**. The appeal outcome is the final college decision related to a conduct matter.

Prior to a Formal Hearing, referred students may meet with the Administrator from the Office of Community Standards & Student Engagement to answer any questions they may have prior to the hearing. Referred students may provide the names of witnesses, if applicable, for participation in the Formal hearing. Witness(es) must have pertinent information to the case; character witnesses are not permitted. If a conflict of interest exists with a witness (as in, the referred student would like to have a witness who was also involved in the incident) then that witness may not participate.

During the hearing, a referred student may be advised and accompanied by an advisor of their choice. An advisor is an individual chosen by the student to support a student throughout the conduct process. A student may choose a family member, friend, mentor or attorney at their own expense. An advisor may only consult and interact privately with the student, not with the Admin/HACC Hearing Board.

At the conclusion of the Formal Hearing, the adjudicating body has up to five business days to reach a decision. The decision rendered by the Admin/HACC Hearing Board during a Formal Hearing shall be based solely upon the evidence/information presented at the hearing. In certain cases, additional time may be needed to make the decision. Any delayed decisions will be communicated to the referred student. An Outcome Letter communicating the decision(s) of the Admin/HACC Hearing Board will be sent through university email. If the Office of Community Standards & Student Engagement does not hear from the student within five (5) days from the Outcome Letter, it will be understood that the student accepts the decision as final, waives their right to appeal, and all educational sanctions will be effective.

### **Outline of Formal Hearing**

*(Adapted from the University Conduct Board Training Manual at East Stroudsburg University)*

A Formal Hearing will typically follow this structure:

1. Introductory information reviewed by the Admin or Chair of the Hearing;
2. The alleged violation(s) are stated;
3. The information from the report and any accompanying evidence is discussed by the college representative. The student has the opportunity to provide information concerning the incident, provide supporting evidence and present witness testimony
4. Final Statements and close of the Formal Hearing;
5. Admin/HACC Hearing Board deliberations privately;
6. Community Standards Admin writes Decision and/or Outcome Letter;
7. If, during a hearing, additional violations of community standards/policy are brought to light, additional alleged violations may be charged following the student conduct process.