



Form VI.F.1: Report of Non-Academic Misconduct

Any individual may use this form to report non-academic student misconduct. This form should be submitted to the appropriate Chief Conduct Officer (list maintained at www.lonestar.edu/ChiefConductOfficers).

Lone Star College strives to maintain a safe, orderly College community. Please describe the facts, circumstances, and existing evidence of the misconduct, including names, dates, times, and places, in as much detail as possible. List the name of any person (and contact information, if available) who may have additional facts regarding the misconduct. Attach additional sheets as necessary.

I understand that any statement I make on this Form VI.F.1 which is false, misleading, or not made in good faith may be grounds for discipline.

_____	_____	_____
Printed Name	Signature	Date

For Office Use Only Date Received: _____

Receiving Employee: _____
Printed Name Signature



**Form VI.F.2: Chief Conduct Officer's Decision on
Reported Non-Academic Misconduct**

Chief Conduct Officers should use this form to memorialize their decisions regarding reported non-academic misconduct. If the Chief Conduct Officer decides that a student has engaged in non-academic misconduct, this form must be sent to the student ("Respondent") within ten working days of when the Chief Conduct Officer received the report of non-academic misconduct.

Decision

I find that the Respondent ____ **did** or ____ **did not** engage in non-academic misconduct. This decision represents my best judgment following a sufficient investigation into the reported non-academic misconduct.

Printed Name	Signature	Date
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Investigation Narrative

Summarize the investigation into the reported non-academic misconduct. Attach additional sheets as necessary. Attach copies of related Forms VI.G.1 and other related written reports.

Respondent Information (if applicable)

Name: _____ LSC ID No.: _____

Email: _____ LSC college: _____

Non-academic misconduct:

Sanction(s) Imposed:



Form VI.F.3: Notice of Discipline Committee Hearing

When a student (“Respondent”) entitled to a hearing before the Discipline Committee requests such a hearing, the Chief Conduct Officer shall send this completed form or a written communication containing equivalent information should be sent to the following: (1) the Respondent; (2) the college president for the college to provide the Discipline Committee for the hearing (contact the Office of the General Counsel for the appropriate college); (3) the Chief Conduct Officer’s college president; and (4) the Office of the General Counsel. If the hearing will be a joint hearing, list all Respondents. Include with this form the Forms VI.F.2 and VI.F.1 related to the hearing.

Respondent Name(s): _____

LSC college to provide Discipline Committee: _____

Chief Conduct Officer whose decision will be reviewed: _____

Hearing Date: _____ Hearing Time: _____ Central Time

Hearing Location: _____

All hearing participants should arrive at least 15 minutes early on the date of the hearing. The hearing will be conducted according to the policies found in the Lone Star College Board Policy Manual Section VI.F and Procedures adopted thereunder. A copy of these policies and procedures are attached hereto.



Form VI.F.4: Decision of Discipline Committee

Discipline Committees should use this form to record their decisions according to Section VI.F of the Policy Manual and the procedures adopted thereunder. This decision must be signed by at least three members of the Discipline Committee who attended the hearing for this matter. The Chief Conduct Officer's decision (Form VI.F.2) that preceded the hearing should be attached to this form.

Decision

Based on the evidence presented at the hearing, we find that _____
(Respondent) _____ **did** or _____ **did not** engage in the following non-academic misconduct:

Recommended Sanction (if applicable)

We recommend that Respondent receive the following sanction for non-academic misconduct:

_____ Expulsion; _____ Suspension for up to _____ weeks from _____
college(s) or _____ all colleges, including centers, workforce, and online
courses; or

_____ Other sanction:

This decision represents our best judgment regarding the subject matter of the hearing.

_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date



Form VI.F.5: Appeal of Discipline Committee Decision

Either the College (through a Chief Conduct Officer) or the Respondent (personally or through a representative) may appeal a Discipline Committee’s decision by submitting this completed form to the Office of the Executive Vice Chancellor within five working days after receiving the Discipline Committee’s decision. Late appeals will not be considered.

Attach the Discipline Committee decision (Form VI.F.4, with all accompanying documentation) being appealed and use the space below to explain why this decision should be modified or reversed. Attach additional sheets as necessary. Also, state what final outcome you would like for this matter.

Requested Final Outcome

I understand that by appealing this matter, the Executive Vice Chancellor will have complete discretion over this matter and may reach whatever decision and impose whatever sanction, if any, that the Executive Vice Chancellor considers appropriate. I also understand that the Executive Vice Chancellor’s decision is final.

Printed Name	Signature	Date
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For Office Use Only Date Received: _____

Receiving Employee: _____

Printed Name	Signature
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Form VI.F.6: Final Decision After Review of Appealed Discipline Committee Decision



The Executive Vice Chancellor shall use this form to memorialize his or her final decision regarding an appealed Discipline Committee decision.

Within five working days of receiving an appeal, this completed form must be sent to the following: (1) the Respondent; (2) the Chief Conduct Officer; (3) the Chief Conduct Officer's college president; and (4) the Office of the General Counsel. A copy of all relevant forms related to this appeal should be attached to this decision.

Final Decision

After reviewing this matter, the Discipline Committee's decision is:

Affirmed; Reversed; or

Modified as follows:

This decision represents my best judgment in this matter.

Printed Name

Signature

Date



Form VI.F.7: Discipline Agreement

At any time, the College may choose to enter into an agreement to impose certain sanctions in exchange for a student admitting that he or she engaged in non-academic misconduct. Any such agreement must be in writing, signed by the Chief Conduct Officer and the student, and should use this form or contain substantially similar information.

Student's Admission

I unconditionally admit to having engaged in the following non-academic misconduct:

Printed Name	LSC ID No.	Signature	Date
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Chief Conduct Officer's Judgment

I impose the following sanction on the student for the admitted non-academic misconduct:

The imposed sanction represents my best judgment of what is an appropriate sanction, considering all applicable facts and circumstances.

Printed Name	Signature	Date
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