

## STUDENT DISCIPLINE FOR NON-ACADEMIC MISCONDUCT

### SECTION VI.F. – NOTICE AND COMMENT

The Board of Trustees revised Section VI.F. of the Lone Star College Policy Manual on **March 3, 2016**. The notice and comment period for the policy was open to the public from **December 7, 2016 through February 24, 2016**. The procedures were last updated on **November 27, 2018**. The notice and comment period for the procedures was open to the public from **October 30, 2018 to November 13, 2018**. The policy and procedures were posted for public comment at <http://www.lonestar.edu/proposed-policies.htm>. Commenters could anonymously submit comments to [LSC-PolicyFeedback@lonestar.edu](mailto:LSC-PolicyFeedback@lonestar.edu). We received six unique comments regarding the procedures.

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**Comment 1:** Several commenters asked whether sections, if any, will be modified by the implementation of this draft. The commenters are seeking clarification for how the draft will interact with the current procedures.

**Response 1:** The proposed revision affects section eight of the [Student Discipline Procedures for Non-Academic Misconduct](#).

**Comment 2:** A commenter asked that the Vice President of Student Services be authorized to send notification regarding the committee’s decision.

**Response 2:** Yes. This revision would provide the requested change.

**Comment 3:** A commenter asked that the College send a certified letter alongside email correspondence so that the College may verify that the correspondence was properly received by the Respondent. The commenter also suggested sending a “read receipt” with any email correspondence for the same reason.

**Response 3:** Each Vice President of Student Services or Vice President of Enrollment Management is responsible for sending this correspondence. We will provide this feedback for their consideration.

**Comment 4:** A commenter asked for clarification regarding the amount of time allotted for response and appeal. The commenter specifically noted that the College has more time to respond than the Respondent to appeal and would like to better understand how the College determined the specific response durations.

**Response 4:** This revision does not affect the response and appeal duration. No such revision is being proposed at this time.

**Comment 5:** A commenter asked for clarification regarding instances where a student may attend classes at multiple campuses. The commenter asked if information relating to the misconduct is shared between all Vice Presidents of Student Services or another College official. If this is not the case, the Commenter would like to know how information from one college will be communicated to other colleges.

**Response 5:** It is our understanding that such decisions are resident in a student's file. In that case, the decision would be accessible by College officials with proper authorization.

**Comment 6:** A commenter seeks clarification regarding instances where the student is a minor. The commenter asked if the College notifies the student's guardian and would like to better understand what role the guardian performs in these matters. Furthermore, the commenter asks if the policy changes anything for a student who was suspended or expelled as a minor when they reach legal adult age.

**Response 6:** Students under the age of eighteen attending the College, unless certain special circumstances apply, are treated the same as students over the age of eighteen.

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**SECTION VI.F. – NOTICE AND COMMENT**

The Board of Trustees revised Section VI.F. of the Lone Star College Policy Manual on **March 3, 2016**. The notice and comment period for the policy was open to the public from **December 7, 2016 through February 24, 2016**. The procedures were last updated on **September 4, 2018**. The notice and comment period for the procedures was open to the public from **May 31, 2018 to August 31, 2018**. The policy and procedures were posted for public comment at <http://www.lonestar.edu/proposed-policies.htm>. Commenters could anonymously submit comments to [LSC-PolicyFeedback@lonestar.edu](mailto:LSC-PolicyFeedback@lonestar.edu). We received one comment regarding the procedures.

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**Comment 1:** A commenter requested a speedier removal of students from a given class without broader suspension or expulsion.

**Response 1:** The Office of the General Counsel notes that Board Policy Section VI.E.1.04 Classroom Misconduct discusses situations where students are disruptive in the classroom and the remedies available to the instructor. The Office of the General Counsel recommends discussing concerns regarding students who are repeatedly disruptive with the college chief conduct officer. The Office of the General Counsel also notes that if there is a safety concern, campus police should always be called.

## STUDENT DISCIPLINE FOR NON-ACADEMIC MISCONDUCT SECTION VI.F – NOTICE AND COMMENT

The Board of Trustees revised Section VI.F of the Lone Star College District Policy Manual on **March 3, 2016**. The notice and comment period for the policy was open to the public from **December 7, 2016** to **February 24, 2016**. The student discipline procedures were last updated on **September 15, 2016**. The notice and comment period for the procedures was open to the public from **May 19, 2016** to **June 20, 2016**. The policy and procedures were posted for public comment at <http://www.lonestar.edu/proposed-policies.htm>. Commenters could anonymously submit comments to [LSC-PolicyFeedback@lonestar.edu](mailto:LSC-PolicyFeedback@lonestar.edu) and [LSC-ProcedureFeedback@lonestar.edu](mailto:LSC-ProcedureFeedback@lonestar.edu). Including comments received outside the anonymous comment function, we received a total of three comments.

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**Comment 1:** A commenter asked whether the student discipline policy applied to academic misconduct.

**Response 1:** The policy and procedure were not intended to cover academic misconduct, so the Office of the General Counsel revised the policy and procedure to clarify that they apply only to non-academic misconduct.

**Comment 2:** A commenter noted that a rigid start time and end time for discipline committee hearings and a limit of one working day for a discipline committee hearing would make scheduling discipline committee hearings very difficult.

**Response 2:** The Office of General Counsel agrees that more flexibility for beginning and ending discipline committee hearings should be allowed because discipline committee hearings involve many individuals with busy schedules. The procedures were revised to eliminate the requirement that hearings begin at 10:00 am and end by 5:00 pm, and the procedures' requirement that hearings last no more than one day was changed to allow the discipline committee to decide to allow a hearing to continue onto a subsequent day if the discipline committee believes it necessary.

**Comment 3:** A commenter noted that holding discipline committee hearings at the college where the alleged misconduct occurred would, in most cases, require more travel than holding the hearing at the college providing the discipline committee.

**Response 3:** The Office of the General Counsel recognizes this issue and has revised the procedures to provide that discipline committee hearings will be held at the college providing the discipline committee.