

Section VI.F: Student Discipline Procedures for Non-Academic Misconduct

These procedures supplement and clarify Section VI.F of the Lone Star College System District Policy Manual (“Policy Manual”) last revised by the Board of Trustees on March 3, 2016—setting out the College’s policies regarding student discipline for non-academic misconduct.

These procedures are meant to be read in conjunction with Section VI.F of the Policy Manual, and the Policy Manual controls when a conflict arises between it and the procedures below. All terms defined in Section VI.F.1.02 of the Policy Manual shall also be defined terms for purposes of these procedures. The Board of Trustees has specifically delegated the creation and adoption of these procedures to the Office of the General Counsel, subject to the Chancellor’s approval. The notice and comment period was open to the public online from **May 19, 2016** to **June 20, 2016** and from **November 16, 2016** to **November 30, 2016**. Forms VI.F.1 through VI.F.7 referenced herein are included in the appendix to these procedures.

1. Scope of Procedures. The procedures below are intended to apply to all discipline of College students for non-academic misconduct covered in Section VI.F of the Policy Manual. These procedures are not intended to apply to sexual harassment, sexual assault, sexual violence, or sexual discrimination committed by students—these types of misconduct are handled under separate policies and procedures. Nor are these procedures intended to apply to academic misconduct, which is handled under separate policies and procedures. Non-academic misconduct usually only relates to students’ conduct on College premises, but non-academic misconduct can also include conduct outside of College premises if it creates or foreseeably could create harmful effects on College premises.

2. Designation of Chief Conduct Officer. Every LSC college president must designate one of his or her vice-presidents to serve as Chief Conduct Officer for that college and for the centers under that college’s administrative supervision. Each LSC college president shall inform the Executive Vice Chancellor and General Counsel whenever the identity of the Chief Conduct Officer changes. The Office of the General Counsel shall keep the current list of Chief Conduct Officers at www.lonestar.edu/ChiefConductOfficers. Each Chief Conduct Officer has primary responsibility for student discipline for non-academic misconduct occurring on, or having harmful effects on, the premises of the Chief Conduct Officer’s college and LSC centers under that college’s administrative supervision. This includes responsibility for non-academic misconduct by LSC-Online students whose home campus is the Chief Conduct Officer’s college. Deans of Health Occupations Programs shall act as Chief Conduct Officers for their programs.

3. Designation and Rotation of Discipline Committees. Each college president shall designate five faculty members, five staff members, and five students to serve in the college’s Discipline Committee pool to review suspensions and expulsions imposed by other colleges. Each Discipline Committee from that college shall consist of three of the designated faculty and/or staff members (including at least one staff member and one faculty member) and two

of the designated students from the college's Discipline Committee pool. When a college president receives notice that its Discipline Committee is needed for a hearing, the college president or designee shall email three of the faculty and/or staff and two of the students from the Discipline Committee pool and require them to serve as the Discipline Committee for the hearing. If any of the contacted individuals legitimately cannot participate because of a conflict of interest or an important scheduling conflict, the college president or designee shall contact as many of the other designated individuals as necessary to create a full Discipline Committee. Designated individuals may not be compelled to serve on any particular Discipline Committee, but the college president may designate additional faculty and/or staff members and students as potential Discipline Committee members if needed. The college president shall select one of the Discipline Committee's faculty or staff members to serve as the Discipline Committee's Chair for the scheduled hearing.

A Discipline Committee may not review suspensions and expulsions imposed by its college's Chief Conduct Officer. When a Discipline Committee hearing is required under these procedures, the Chief Conduct Officer shall contact the Office of the General Counsel to ask which college's Discipline Committee is next in the rotation. The colleges shall rotate responsibility to provide a Discipline Committee in this order:

1. Lone Star College–North Harris
2. Lone Star College–Kingwood
3. Lone Star College–Tomball
4. Lone Star College–Montgomery
5. Lone Star College–CyFair
6. Lone Star College–University Park

4. Reports of Non-Academic Misconduct. When non-academic misconduct is serious, or when minor non-academic misconduct cannot be resolved informally, anyone with knowledge of a College student's non-academic misconduct may report it to the appropriate Chief Conduct Officer. Reports must be submitted in writing. Reporters may use Form VI.F.1 or any other written format that substantially conveys the same information as a completed Form VI.F.1. If a Form VI.F.1 is submitted to a College employee who is not the appropriate Chief Conduct Officer, that employee shall promptly forward the report to the appropriate Chief Conduct Officer.

5. Effective Delivery. Unless otherwise specified, any document under these procedures may be delivered in person or by emailing the document to the recipient's designated College email address. All members of the College community must keep current and regularly monitor their designated College email addresses.

For purposes of these procedures, working days end at 5:00 p.m. central time. Working days includes all days other than Saturdays, Sundays, and days designated as

holidays or breaks on the College's official calendar. In calculating deadlines under these procedures, the calendar day on which an event occurs is "day zero," and the following working day is "day one." Any deadlines under these procedures may be extended with the recipient's written consent.

6. Investigation. After receiving a report of non-academic misconduct, a Chief Conduct Officer shall investigate whether any students have committed non-academic misconduct. The Chief Conduct Officer may delegate investigative duties to other administrative officials, but investigative duties may not be sub-delegated. Investigative duties may include, but are not limited to, some or all of the following:

- Reviewing the report of non-academic misconduct;
- Interviewing any person with first-hand knowledge of facts related to the reported non-academic misconduct;
- Reviewing any available evidence of the reported non-academic misconduct, including correspondence, documentation, police reports, photographs, physical evidence, and any other available evidence; and
- Gathering any facts relevant to the reported non-academic misconduct.

The time and energy dedicated to investigations of non-academic misconduct should be appropriate to the seriousness of the alleged misconduct and the degree of difficulty in determining the facts of the reported incident(s). Investigations have no minimum length; for example, misconduct witnessed personally by the Chief Conduct Officer may require virtually no additional investigation. Each investigation must conclude within ten working days of when the Chief Conduct Officer receives the report of non-academic misconduct.

7. Initial Decision. Within ten working days of the date on which the Chief Conduct Officer receives a report of non-academic misconduct, the Chief Conduct Officer shall decide whether the reported non-academic misconduct and any other non-academic misconduct uncovered during the investigation more likely than not occurred. The Chief Conduct Officer shall use Form VI.F.2 to memorialize his or her decision.

If the Chief Conduct Officer decides that the reported non-academic misconduct probably did not occur, then the decision shall be included with the report and investigation file, and the matter shall be included in the Chief Conduct Officer's files and not be included in any student's College file. If the Chief Conduct Officer decides that the reported non-academic misconduct (and any other non-academic misconduct uncovered by the investigation) probably did occur, then the decision must also impose an appropriate sanction. The Chief Conduct Officer shall send a copy of the decision to the student(s) decided to have engaged in non-academic misconduct (each such student to be referred to herein as "Respondent") within ten working days of the date on which the Chief Conduct Officer received the report of non-academic misconduct. A copy of the decision will be placed in the Respondent's College file. If the decision imposes suspension or expulsion, the decision shall

be accompanied by Section VI.F of the Policy Manual, these procedures and forms, and the following statement:

“You have the right to request a hearing before a Discipline Committee by replying to this email with your request within five working days. If you do not request a hearing, this decision will become final at 5:00 p.m. central time on [date of 5th working day after the decision is sent].”

A decision imposing suspension or expulsion must be sent to the appropriate college president at the same time it is sent to the Respondent. A suspension or expulsion usually may not take effect until a decision is final. Withdrawal of consent to be on College property may only last for up to 14 calendar days. A decision imposing withdrawal of consent triggers procedures under the Texas Education Code Chapter 51. If withdrawal of consent to be on College property is imposed then the Chief Conduct Officer shall notify the Office of the General Counsel immediately.

8. Discipline Committee Hearing. If a Respondent entitled to a hearing before the Discipline Committee timely requests a hearing, the Chief Conduct Officer shall schedule a Discipline Committee hearing to take place within the next 10 working days and shall send at least 7 working days’ notice—and more if possible—to the Respondent, to the college president over the college to provide the Discipline Committee for the hearing, to the Chief Conduct Officer’s college president, and to the Office of the General Counsel. Form VI.F.3 should generally be used for these notices, but another written communication containing equivalent information may be used instead of Form VI.F.3. A joint hearing may be scheduled for Respondents initially found to have participated in the same incident(s) of non-academic misconduct, and references in this Section VI.F.8 to one Respondent shall also refer to multiple Respondents if applicable.

Discipline Committee hearings shall take place at the Discipline Committee’s college in a room chosen by the Discipline Committee Chair. If possible, a Discipline Committee hearing lasts no more than one day, but a hearing may continue onto a subsequent day if the Discipline Committee believes it necessary. All participants in the hearing should strive to arrive at the hearing at least 15 minutes early. All hearing participants should attend in person, but in extraordinary circumstances the Discipline Committee Chair may approve telephonic participation by a witness with a disability or emergency. The College does not reimburse travel expenses related to participation in a Discipline Committee hearing.

The Respondent may personally appear at the hearing, but if a Respondent elects not to appear, he or she must appear through a representative who may be an attorney. The College will appear through the Chief Conduct Officer who reached the decision at issue in the hearing, and an attorney from the Office of the General Counsel may also appear on behalf of the College. Failure to appear, either personally or through a representative, will not prevent the Discipline Committee Chair from convening and conducting the hearing. At least four members of the Discipline Committee must be present at all times during the hearing. A member of the Lone Star College Police Department shall also be present during the hearing.

The Discipline Committee Chair shall preside over, conduct, and adjourn the hearing. After convening the hearing and asking whether the College and the Respondent are present, the Chair shall read aloud the following paragraph, which governs the hearing's procedure:

"We are here to determine whether [Respondent] engaged in non-academic misconduct and should be [suspended/expelled] from the College. The College has initially determined that [Respondent] engaged in the following non-academic misconduct: [Read Decision and Investigation Narrative from Form VI.F.2]. During the hearing, a party may speak personally or have a representative speak for the party. A party's representative may be—but need not be—an attorney. At each stage of this hearing, the College will go first. Each party will have an opportunity to give an opening statement, then each party will have an opportunity to present its case, then each party will have an opportunity to give a closing statement. Any party may present witnesses or evidence while presenting its case. The Texas and Federal Rules of Evidence will not apply to the hearing. [Respondent] may not be questioned during the hearing unless [Respondent] testifies as a witness during the presentation of [Respondent's] case. [Respondent] is not obligated to present a case. Any party may question another party's witnesses unless a legally recognized exception to this right exists. Any member of this Discipline Committee may question any witness. All evidence, questions, and statements should be relevant to the conduct at issue in this hearing. The Chair determines whether something is relevant. The Chair will manage time to ensure that each party has sufficient time to present its case. After closing statements, this hearing will end and the Discipline Committee will deliberate and reach a decision based on the evidence presented. The Discipline Committee will agree to a decision within three working days after this hearing ends."

After the hearing, the Discipline Committee shall dismiss the parties and consider the evidence and statements presented. The Discipline Committee shall evaluate whether non-academic misconduct occurred on a more-likely-than-not standard; that is, if at least three members of the Discipline Committee believe that the evidence shows that the Respondent probably engaged in non-academic misconduct, then it shall find that the Respondent did engage in such non-academic misconduct, and vice-versa. If it finds that the Respondent engaged in non-academic misconduct, the Discipline Committee shall recommend sanctions. The Discipline Committee's sanction recommendations do not bind College officials, but if the Discipline Committee finds that a Respondent did not engage in non-academic misconduct, College officials may not suspend or expel that Respondent for the reported non-academic misconduct unless the Discipline Committee's decision is reversed on appeal. The Chief Conduct officer may adhere to the sanction initially imposed or may adopt the sanctions recommended by the Discipline Committee.

The Discipline Committee shall memorialize its decision using Form VI.F.4. Within five working days after the hearing ends, the Discipline Committee's Chair shall simultaneously email the Discipline Committee's decision, including Form VI.F.4, to the relevant Chief Conduct Officer, to the Chief Conduct Officer's college president, and to the

Office of the General Counsel. Within seven working days after the hearing ends, the Discipline Committee's Chair shall email the Discipline Committee's decision, including Form VI.F.4, to the Respondent. A copy of the Discipline Committee's decision shall be included in the Respondent's College file. Within five working days of the Respondent receiving the Discipline Committee's decision, the College or a Respondent may appeal the decision; if not timely appealed, the decision is final.

9. Appeal. The College, through the relevant Chief Conduct Officer, or a Respondent, personally or through a representative, may appeal the Discipline Committee's decision by submitting Form VI.F.5 and a copy of the Discipline Committee's decision (Form VI.F.4) to the Office of the Executive Vice Chancellor within five working days of when the parties received the Discipline Committee's decision. Form VI.F.5 must state why the appealing party believes the Discipline Committee's decision should be modified or reversed. The Executive Vice Chancellor shall review Form VI.F.5 and the Discipline Committee's decision and may decide to discuss the matter with the Chief Conduct Officer and the Respondent. If the Executive Vice Chancellor chooses to discuss the matter with these individuals, he or she should do so with both of them present, either in person or by conference call. Within five business days of receiving the appeal, the Executive Vice Chancellor shall issue a decision using Form VI.F.6, which may affirm, reverse, or modify the Discipline Committee's decision. This decision must be sent simultaneously to the Respondent, to the relevant Chief Conduct Officer, to the Chief Conduct Officer's college president, and to the Office of the General Counsel. In reaching a decision, the Executive Vice Chancellor has complete discretion over an appealed matter's outcome, and the Executive Vice Chancellor's decision is final. A copy of the Executive Vice Chancellor's decision shall be included in the Respondent's College file.

10. Periods of Disruption. A suspension or expulsion usually may not take effect until a decision is final. A decision is not final until the opportunity for the Respondent to appeal has passed without an appeal or after all appeals have been exhausted. However, during periods of disruption, the procedures in Chapter 51, Subchapter E-1 of the Texas Education Code apply. A college president is the chief administrative officer under Subchapter E-1. Subchapter E-1 is reproduced in the appendix to these procedures.

11. Agreed Discipline. The College and a Respondent may agree at any time to impose certain sanctions if the Respondent admits having engaged in non-academic misconduct. Any such agreement shall use Form VI.F.7 or a substantially similar signed, written document.

12. Non-Retaliation. The College, including each of its employees and students, shall not retaliate against any person or entity who participates in an investigation or hearing under these procedures. Similarly, anyone reporting non-academic misconduct submitted in good faith may not be retaliated against by any member of the College community; however, anyone making frivolous reports of non-academic misconduct will be disciplined, up to and including discharge of employment for an employee or expulsion for a student.

Any person who experiences retaliation prohibited by these procedures is strongly encouraged to report the retaliation to (1) the Chief Conduct Officer, if a student is

retaliating; or (2) the Chief Human Resources Officer, if an employee is retaliating. If the Chief Conduct Officer or Chief Human Resources Officer engages in retaliation, such retaliation may be reported to the college president or Vice Chancellor with administrative authority over those individuals.

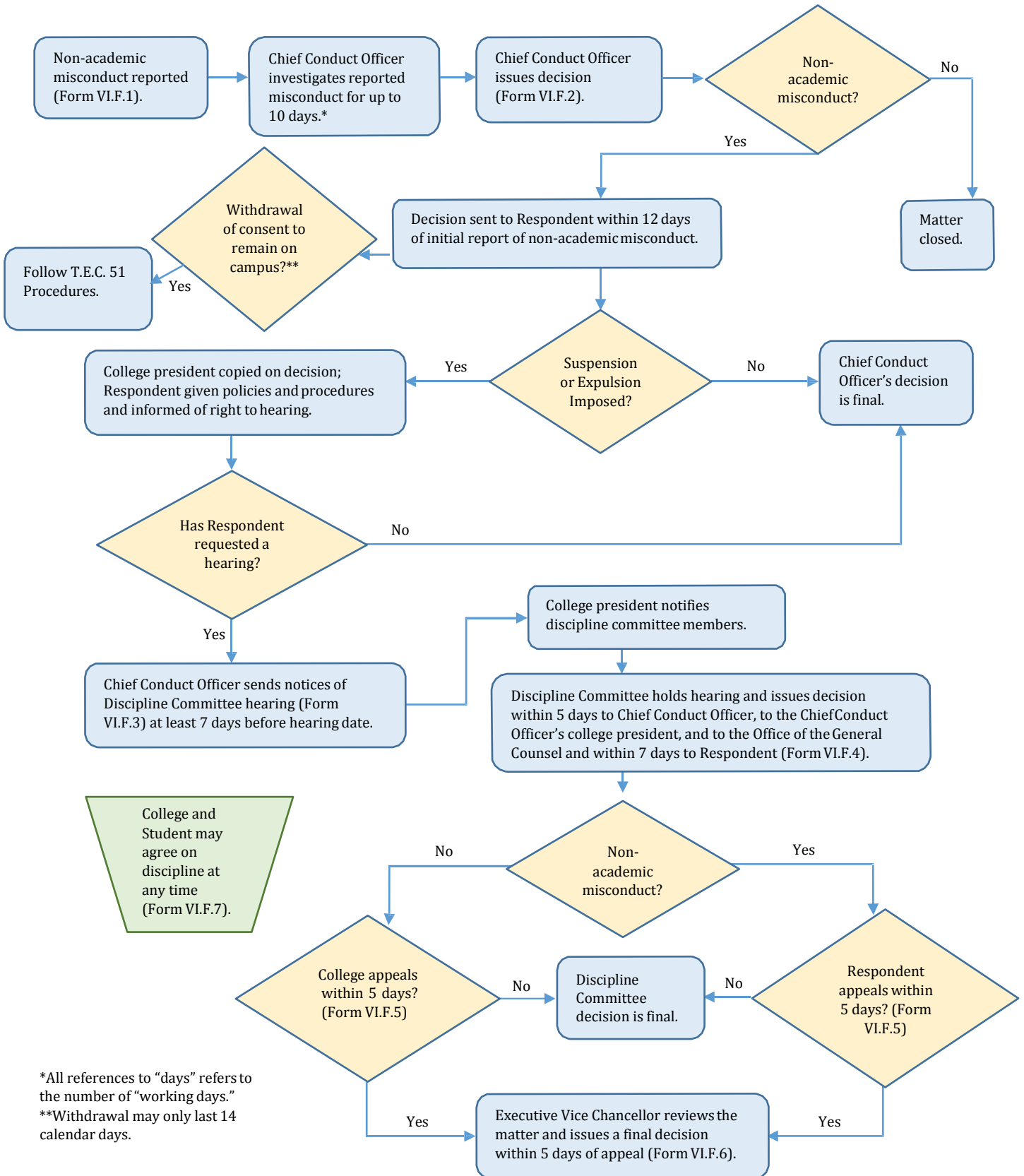
Effective Date: November 16, 2016



Stephen C. Head, Chancellor
Lone Star College

APPENDIX & FORMS

Procedure for Student Discipline for Non-Academic Misconduct



Texas Education Code, Chapter 51

Subchapter E-1. Maintaining Campus Order During Periods of Disruption

Sec. 51.231. Definition of Periods of Disruption.

For purposes of this subchapter a period of disruption is any period in which it reasonably appears that there is a threat of destruction to institutional property, injury to human life on the campus or facility, or a threat of willful disruption of the orderly operation of the campus or facility.

Sec. 51.232. Identification of Persons on Campus.

(a) During periods of disruption, as determined by the chief administrative officer of a state-supported institution of higher education, the chief administrative officer, or an officer or employee of the institution designated by him to maintain order on the campus or facility of the institution, may require that any person on the campus or facility present evidence of his identification, or if the person is a student or employee of the institution, his student or employee official institutional identification card, or other evidence of his relationship with the institution.

(b) If any person refuses or fails upon request to present evidence of his identification, or if the person is a student or employee of the institution, his student or employee official identification card, or other evidence of his relationship with the institution, and if it reasonably appears that the person has no legitimate reason to be on the campus or facility, the person may be ejected from the campus or facility.

Sec. 51.233. Withdrawal of Consent to Remain on Campus.

(a) During periods of disruption, the chief administrative officer of a campus or other facility of a state-supported institution of higher education, or an officer or employee of the institution designated by him to maintain order on the campus or facility, may notify a person that consent to remain on the campus or facility under the control of the chief administrative officer has been withdrawn whenever there is reasonable cause to believe that the person has willfully disrupted the orderly operation of the campus or facility and that his presence on the campus or facility will constitute a substantial and material threat to the orderly operation of the campus or facility.

(b) In no case shall consent be withdrawn for longer than 14 days from the date on which consent was initially withdrawn.

(c) Notification shall be in accordance with procedures set out in Section 51.234 of this code.

Sec. 51.234. Notice of Withdrawal of Consent.

When the chief administrative officer of a campus or other facility of a state-supported institution of higher education, or an officer or employee of the institution designated by

him to maintain order on the campus or facility, decides to withdraw consent for any person to remain on the campus or facility, he shall notify that person in writing that consent to remain is withdrawn. The written notice must contain all of the following:

- (1) that consent to remain on the campus has been withdrawn and the number of days for which consent has been withdrawn, not to exceed 14;
- (2) the name and job title of the person withdrawing consent, along with an address where the person withdrawing consent can be contacted during regular working hours;
- (3) a brief statement of the activity or activities resulting in the withdrawal of consent; and
- (4) notification that the person from whom consent has been withdrawn is entitled to a hearing on the withdrawal not later than three days from the date of receipt by the chief administrative officer of a request for a hearing.

Sec. 51.235. Report to Chief Administrative Officer.

Whenever consent is withdrawn by any authorized officer or employee other than the chief administrative officer, the officer or employee shall submit a written report to the chief administrative officer within 24 hours, unless the authorized officer or employee has reinstated consent for the person to remain on the campus. The report must contain all of the following:

- (1) the description of the person from whom consent was withdrawn, including, if available, the person's name, address, and phone number; and
- (2) a statement of the facts giving rise to the withdrawal of consent.

Sec. 51.236. Confirmation of Withdrawal of Consent.

(a) If the chief administrative officer or, in his absence, a person designated by him for this purpose, upon reviewing the written report described in Section 51.235, finds that there was reasonable cause to believe that the person has willfully disrupted the orderly operation of the campus or facility, and that his presence on the campus or facility will constitute a substantial and material threat to the orderly operation of the campus or facility, he may enter written confirmation upon the report of the action taken by the officer or employee.

(b) If the chief administrative officer, or in his absence, the person designated by him, does not confirm the action of the officer or employee within 24 hours after the time that consent was withdrawn, the action of the officer or employee shall be deemed void and of no force or effect, except that any arrest made during the period shall not for this reason be deemed not to have been made for probable cause.

Sec. 51.237. Request for Hearing.

(a) A person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal to the chief administrative officer within the 14-day period. The written request must state the address to which notice of hearing is to be sent. The chief administrative officer shall grant a hearing not later than three days from the date of receipt of the request and shall immediately mail a written notice of the time, place, and date of the hearing to the person.

(b) The hearing shall be held before a duly designated discipline committee or authorized hearing officer of the institution in accordance with Section 51.243. In no instance shall the person issuing the withdrawal notice or causing it to be issued serve on any committee where the validity of his order of withdrawal is in question.

Sec. 51.238. Reinstatement of Consent to Remain on Campus.

The chief administrative officer shall reinstate consent whenever he has reason to believe that the presence of the person from whom consent was withdrawn will not constitute a substantial and material threat to the orderly operation of the campus or facility.

Sec. 51.239. Entering or Remaining on Campus after Withdrawal of Consent.

(a) Any person who has been notified by the chief administrative officer of a campus or facility of a state-supported institution of higher education, or by an officer or employee designated by the chief administrative officer to maintain order on the campus or facility, that consent to remain on the campus or facility has been withdrawn pursuant to Section 51.233, who has not had consent reinstated, and who willfully and knowingly enters or remains upon the campus or facility during the period for which consent has been withdrawn, is guilty of a misdemeanor, and is subject to punishment as set out in Section 51.244.

(b) This section does not apply to any person who enters or remains on the campus or facility for the sole purpose of applying to the chief administrative officer or authorized officer or employee for the reinstatement of consent or for the sole purpose of attending a hearing on the withdrawal.

Sec. 51.240. Authority to Suspend, Dismiss, or Expel Students or Employees Not Affected.

This subchapter does not affect the power of the duly constituted authorities of a state-supported institution of higher education to suspend, dismiss, or expel any student or employee at the university or college.

Sec. 51.241. Students and Employees Barred from Campus after Suspension or Dismissal.

(a) Every student or employee who has been suspended or dismissed from a state-supported institution of higher education after a hearing, in accordance with procedures established by the institution, for disrupting the orderly operation of the campus or facility

of the institution, as a condition of the suspension or dismissal, may be denied access to the campus or facility, or both, of the institution for the period of suspension, and in the case of dismissal, for a period not to exceed one year.

(b) A person who has been notified by personal service of the suspension or dismissal and condition and who willfully and knowingly enters upon the campus or facility of the institution to which he has been denied access, without the express written permission of the chief administrative officer of the campus or facility, is guilty of a misdemeanor and is subject to punishment as set out in Section 51.244.

(c) Knowledge shall be presumed if personal service has been given as prescribed in Subsection (b) of this section.

Sec. 51.242. Refusing or Failing to Leave Building Closed to Public.

No person may refuse or fail to leave a building under the control and management of a public agency, including a state-supported institution of higher education, during those hours of the day or night when the building is regularly closed to the public, upon being requested to do so by a guard, watchman, or other employee of a public agency, including a state-supported institution of higher education, controlling and managing the building or property, if the surrounding circumstances are such as to indicate to a reasonable person that the individual or individuals have no apparent lawful business to pursue.

Sec. 51.243. Required Hearing Procedures.

A person from whom consent to remain on the campus of a state-supported institution of higher education has been withdrawn in accordance with Section 51.233 is entitled, in addition to the procedures set out in Section 51.234, to the following:

- (1) to be represented by counsel;
- (2) to the right to call and examine witnesses and to cross-examine adverse witnesses;
- (3) to have all matters upon which the decision may be based introduced into evidence at the hearing in his presence;
- (4) to have the decision based solely on the evidence presented at the hearing;
- (5) to prohibit the introduction of statements made against him unless he has been advised of their content and the names of the persons who made them, and has been given the opportunity to rebut unfavorable inferences that might otherwise be drawn; and
- (6) to have all findings made at the hearing be final, subject only to his right to appeal to the president and the governing board of the institution.

Sec. 51.244. Penalties.

A person who violates Section 51.239, 51.241, or 51.242 of this code is guilty of a misdemeanor and upon conviction is subject to a fine of not more than \$500 or imprisonment in the county jail for not more than six months, or both.

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

Investigation Narrative

Summarize the investigation into the reported non-academic misconduct. Attach additional sheets as necessary. Attach copies of related Forms VI.F.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

For Office Use Only

Date Received: _____

Receiving Employee: _____

Printed Name

Signature

**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
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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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