

SOME DISCIPLINARY ACTIONS THAT MAY BE INCLUDED IN THE COLLEGE POLICY AND PROCEDURES

Action	Definition	Notes and Examples
<p>The following actions do not affect the student's property rights. The CDA can provide due process without additional appeal though it is well advised to provide an informal process by which a student can complain about CDA actions.</p>		
<p>Get out of Jail for Free</p>	<p>This is recognition that the student had a bad day and ought not to do it again.</p>	<p>Students under often under tremendous pressure and sometimes they burst emotionally. For example, a student has an outburst in the Record Office and the CDA doesn't want to create a disciplinary record. He or she can simply remind the student to maintain better control. This is appropriate for many low-level offenses. A warning like this often serves the student well.</p> <p>This should not be written into your procedures.</p>
<p>Oral Reprimand</p>	<p>The student is told that he or she has violated the Student Code of Conduct and is told to cease the behavior.</p>	<p>A disciplinary record is made for this and all following actions.</p>
<p>Written Reprimand</p>	<p>The student receives a letter indicating that he or she has violated the Student Code of Conduct.</p>	
<p>Disciplinary Probation</p>	<p>Notice that any subsequent violations of this policy by the student during the term of the probation or the student's failure to comply with any condition of probation imposed by the CDA will result in additional sanctions</p>	<p>This may be oral or written, depending on your procedure.</p>

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Campus Service	The student performs some act or duty that is of benefit to the campus community.	See Ed Shenk's article in the autumn 2002 issue of <i>iJournal</i> . Care should be taken that the student is ready to undertake this option or the next one and that the CDA believe that an appropriate learning experience will take place.
Mandatory Counseling	The student is required to attend counseling sessions with a campus professional.	This may include anger management, alcohol or drug awareness, or other appropriate topics.
Denial of Institutional Aid	A student may be denied access to institutional aid such as loans, scholarships and grants sponsored, administered or underwritten by the College or District	This action does not apply to any financial aid sponsored or underwritten by the State or Federal Government.
District Restriction	The student's access to parts or areas of the District and/or District Property is restricted for a specified period.	I used this option when a student was harassing his ex-wife, also a student. The man had one class to complete before transferring and was three weeks from graduation. By allowing the student to attend his class on Tuesday nights and to use the library on a specified schedule, he was able to complete his course work and the woman felt secure in her education.
Exclusion from District Activities	The student is excluded from participating in any or all District co-curricular and/or extra curricular activities for a specified period.	I've used this to remove a student from club meetings at which he was repeatedly disruptive. It is also useful for unruly fans at athletic events.

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Short Term Removal from Class	Under certain conditions, which are specified in the California Education Code, a teacher can exclude a student from class for the day and the next class period.	The teacher must try to change the student's behavior before removing him or her. If that fails, the student can be removed for the class session at which the removal takes place and the next class session. For further action, the teacher must refer the student to the CDA.
The following actions may affect the student's property rights.		
Mental Health Clearance	A licensed mental health professional must send a letter stating that in his/her professional judgment the student will no longer continue the behavior which gave rise to the disciplinary action or that the student's continued presence on campus is not a threat to himself/herself or others	This action is normally taken in concert with another disciplinary action such as a suspension. Be careful not to use this as a punitive action.
Restitution	The student is required to repay the District or a member of the campus community for the cost of replacing or repairing any property taken, destroyed, or damaged by the student. This student may also be charged a service charge and/or collection fee under the College policy regarding service charges and collection fees.	If restitution is used to preclude a student from continuing to enroll in classes, a property right may be involved.
Short Term Suspension	The student is restricted from attending classes or entering District property for a short period.	Have your Academic Senate determine how long a student can miss classes and still be able to succeed. This is the longest a short-term suspension should be. Typical upper limits are between five and ten days.

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Withholding of Transcripts and/or Other Student Records	Student records are withheld until debts to the college are repaid, equipment is returned, or other restitution to the district is made.	Avoid using this action to preclude a student from enrolling in classes to protect his or her property right.
Administrative Withdrawal From Class	The student is precluded from continuing in a class if his/her behavior is disruptive of the class and interferes with the ability of other students in the class to learn or in any way endangers him- or herself or others.	If the student is only enrolled in one class, care must be taken, as this action is tantamount to suspension.
<p>The following actions DO affect the student’s property rights. It is essential that he or she have an opportunity to appeal the decision by the CDA.</p>		
Denial of Financial Aid	Students who have abused the privilege of state or federal financial may be subject to denial of aid.	Use this for students who falsify financial aid records. It should not be used as an action taken for behaviors that are not related to violation of state or federal regulations. Appropriate notifications to regulators should also be made.
Long Term Suspension	The student is restricted from attending classes or entering District property for a period not to exceed two years.	Usually the student is not asked to “serve this sentence” until he or she has exhausted appeal rights. An exception can be made to protect the safety of campus community members if it is included in the college disciplinary procedure.

Action	Definition	Notes and Examples
Expulsion	The most serious disciplinary action, expulsion removes the student from participating with the District in any way for an extended period. At the Coast District, this is ten years.	<p>This action requires action by the Board of Trustees to implement and additional action to cancel. It should be reserved for the most serious matters.</p> <p>Because expulsion takes a long time to implement, it is wise to consider suspending the student pending expulsion unless the safety and good order of the campus can be assured.</p> <p>It is also wise to use this action carefully as there are political considerations to consider.</p>

Note

Mr. Dimsdale is not an attorney. The material in this article and the accompanying files should not be construed as legal advice.