



DISCIPLINE COMMITTEE CHAIR Responsibilities and Appointment

Position: Discipline Committee Chair

Appointment: Selection by the President; usually Vice President for Student Services

Term: One year, renewable

Reports to: President

Purpose: The Discipline Committee Chairperson calls and conducts meetings of the Discipline Committee to deal with matters of discipline. The Chairperson imparts redemptive discipline for students and monitors progress.

Duties:

1. To call a meeting of the Discipline Committee to deal with alleged infractions
2. To notify the student with alleged infractions and give the student an opportunity to meet, with or without an advocate, with the Discipline Committee
3. To investigate the allegations
4. To determine and assign appropriate discipline
5. To write an outcome letter to the student
6. To meet with the student, discuss the discipline, hand deliver the outcome letter and clarify answers to any questions
7. To monitor progress of requirements
8. To ensure copies of correspondence are kept in the office of the Vice President for Student Services

Agenda and Minutes: Confidential minutes, taken by the Chairperson or designee, of all discipline matters are kept at the office of the VP for Student Services

Approved By: Cabinet

Date: June 8, 2005

Revised January 24, 2007