

# Introduction

Hinds Community College is concerned with maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives. It is important that each student become aware of and abide by the regulations published in the Student Handbook. It is also important that members of the college community be willing to confront violations and the infringement of another's rights by filing complaints with Campus Police, the Housing Office, or the Dean of Students/Operating Dean.

# Discipline Record

In cases resulting in a written reprimand, college probation, suspension or expulsion, and residence hall suspension, the disciplinary file will be maintained as a discipline record. The record will be intact for the period of time stipulated. A discipline record means that information from the file may be released to employers, other academic institutions, or governmental agencies when the student authorizes the release specifically in writing or the documents are subpoenaed. Information regarding lesser sanctions is not released.

A student may review his/her disciplinary file with the Associate Vice President of Student Services or District Coordinator of Student Conduct/Development by making an appointment with that person.



# Code of Conduct

Hinds Community College is dedicated to both personal and scholastic excellence. When you choose to become a student at HCC, you choose to agree to our standards of civilized behavior.

As such, you are saying:

- ❖ I will practice high standards in my personal life as well as my school life
- ❖ I will show respect to and concern for other people with whom I come into contact at this college
- ❖ I will respect other people's rights and beliefs even though they may be different from mine
- ❖ I will respect other people's property
- ❖ I will not be prejudiced against others
- ❖ By enrolling in Hinds Community College, I state that I will not engage in any behaviors and will discourage others from engaging in any behaviors which threaten the freedom and respect that all other HCC community members deserve.



Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Mays-Jackson, Vice President for the Utica and Vicksburg-Warren Campuses and Administrative Services, 34175 Hwy. 18, Utica, MS 39175; 601.885.7002.

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# The Due Process for Students

This brochure does not replace the more detailed explanations in the current **Student Handbook**, but merely gives a brief overview of the student conduct disciplinary process. The **Student Handbook** is available in the office of the Dean of Students/Operating Dean of the campus you attend and can be found online at [www.hindscc.edu](http://www.hindscc.edu)

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# The Disciplinary Process

When a complaint is received, the student involved is notified in writing by the Dean of Students/Operating Dean or their designee that an Administrative/Discipline Committee Hearing will be held. The full Disciplinary Procedure is printed in the current HCC Student Handbook.

## Due Process

A written notification will specifically inform the student/student organization or club:

- ❖ The date, time and location of the hearing, three days prior to the hearing.
- ❖ The complainant and the respondent may seek assistance from an advisor. The advisor is limited to advising the student and may not otherwise participate in the hearing. In the event the advisor attempts to go beyond this role he or she may be removed from the hearing. The complainant and the respondent is allowed only one advisor in the hearing.
- ❖ The complainant is allowed to present witness (es) and evidence.
- ❖ The respondent is allowed to present evidence and witnesses and to cross-examine witness (es) for the complainant.
- ❖ The hearing officer or committee will address questions pertaining to the incident.
- ❖ After all witness (es) are heard and evidence presented, the hearing officer or committee will make a decision and assign sanctions as deemed necessary. The decision will be based on the preponderance of the evidence standard.
- ❖ The right to know the sanctions that may be imposed if found responsible. (Probation, modified-suspension, suspension, expulsion)
- ❖ The right to appeal. ( based on the criteria listed under the appeal section in the current student handbook)

## STUDENT RESPONSIBILITIES:

# The Disciplinary Hearing

The Dean of Students/Campus Dean will coordinate the hearing and, if selected, the Dean or Chairman and witness(es) will hear the case. At a hearing, each side is allowed to present its case and to question the other. The hearing board or the Dean may also ask questions of either party. At the conclusion of the hearing, a decision is made, and, if appropriate, a sanction is imposed, and the student is contacted in writing regarding the decision.

## Hearing Preparations

### *Hints & Suggestions*

If you are involved in a hearing, you may wish to consider the following suggestions:

- ❖ Dress and Decorum: Hearings are generally informal, but it is important that you remember that the outcome may have an effect on you. Thus, while a jacket and tie or a dress are not necessary, it is important that you do not distract from your case by inappropriate clothing or questionable and disrespectful behavior.
- ❖ You do not need to memorize what you want to say at your hearing, but it is important that you take some time to think about it. You may wish to write down a few notes to make sure you don't forget the points you want to make. If you have witnesses, make sure they spend some time thinking about their statements. Be as concise, clear and informative as possible without giving an uncontrolled and disorganized report.
- ❖ At your hearing, you will be asked questions as will your witness(es). Think about what questions you may be asked. When answering questions, remember the following points:
  - (1) If you do not understand a question, ask for more information.
  - (2) Do not attempt to answer questions based upon what you think the answer should be, rather be sure of the response you are giving.
  - (3) Do not volunteer information or give opinions. You should simply answer the question directly and truthfully.

- ❖ When speaking, asking or answering questions, be polite. Avoid arguing, interrupting or attacking others since this will put others on the defensive and may hurt your credibility. It is important that you stress the strengths of your case without attacking the person. You should avoid bringing up past incidents or other people not involved in your case.
- ❖ You and your witness(es) are bound to tell the truth. The giving of false information may result in more disciplinary charges and could hurt your case.
- ❖ Remember that while you are presumed innocent, you are there to provide a defense and to show why you are innocent. Do not assume that your innocence is obvious.
- ❖ If you are NOT present, the hearing will proceed, guilt or innocence will be decided, and the punishment, if called for, will be administered.

## The Appeals Process

After a decision is reached, the student has the opportunity to appeal the decision to the District Appeals Committee through the District Dean of Students Office. Appeals forms are available in the office of the Dean of Students/Campus Dean and must be completed within three days after the decision. There are three reasons an appeal can be made (see Student Handbook). If the appeal is without merit, the appeal is denied. If the committee finds the appeal to have merit, the student may or may not be asked to appear before the committee for a review. The President is the final appellate official and may be contacted in writing for further consideration through the District Dean of Students.

## Confidentiality Of Student Discipline Files

For every student referred for disciplinary action to the office of the Dean of Students/Operating Dean, a disciplinary file is established. This file contains the reports of the incident, forms dealing with the incident, and all correspondence. These files are maintained for five years as a means of keeping up with the student's disciplinary status. While the files may be used for internal administrative purposes, they are not released to others outside of the College.