

# Polk State College Procedure

Subject	Reference	Date	Number
Student Code of Conduct Violation Procedure: Student Groups and Organizations	DBOT Rule 4.01	11/5/2019	5029

## I. Purpose

The purpose of this procedure is to outline the process the College follows regarding complaints against student groups and organizations that are charged with violating the *Polk State College Student Code of Conduct*. The administration of student discipline must be flexible and consistent with the philosophy and educational objectives of Polk State College. In cases not likely to result in termination of a student's enrollment at the College, the Campus Dean of Student Services (or his or her designee) has the responsibility for administration of student sanctions and may impose varying disciplinary actions.

For limited-admission programs, procedures and sanctions related to violations of the *Polk State College Student Code of Conduct* are written in the specific program's manual or student handbook.

## II. Processing Complaints against Student Groups and Organizations

- A. Any person may refer a student, student group, or organization suspected of unacceptable conduct to the Campus Dean of Student Services (or his or her designee). The person making the referral is requested to provide information pertinent to the case and is normally expected to appear in subsequent proceedings as the complainant. Charge(s) must be submitted as soon as possible after the incident, preferably within forty-eight hours.
- B. A student group or organization and its officers may be held collectively or individually responsible when unacceptable conduct has received the tacit or overt consent or encouragement of the group or organization, or of its leaders, officers, or spokespersons.
- C. The Campus Dean of Student Services (or his or her designee) may direct any officer, leader, or identifiable spokesperson for a student group or organization to take appropriate action designed to prevent or end unacceptable conduct by the group, organization, or any persons associated with the group or organization who can reasonably be said to be acting on the group's or organization's behalf. Failure to make reasonable efforts to comply with the Dean's (or designee's) directive is considered a violation of the *Polk State College Student Code of Conduct* by the officer, leader, or spokesperson—and by the group or organization itself.
- D. Sanctions for misconduct within a group or organization may include revocation or denial of recognition or registration with the College, as well as other appropriate sanctions for individual members. Any student who violates the *Polk State College Student Code of Conduct* is entitled to due process and an appeal as outlined in Section VI of this document.

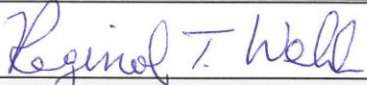
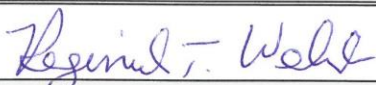
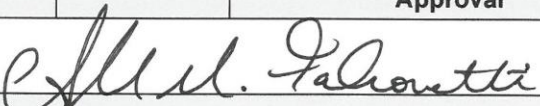
**III. Sanctions and Assignment of Penalties**

One or more sanctions or penalties may be assigned to the student as outlined in Polk State College Procedure 5028: *Student Code of Conduct: Sanctions and Assignment of Penalties for Violations*.

**IV. Appeals Process**

- A. A student, student organization, or complainant may appeal the sanctions imposed by the Campus Dean of Student Services (or his or her designee) to the Vice President for Student Services. The appeal must be delivered in writing to the Vice President within five school days of the receipt of the sanctions from the Dean (or his or her designee).
- B. If the student appeals the decision of the Campus Dean of Student Services (or his or her designee), the Dean (or designee) decides whether to place the sanctions into effect immediately or do so pending the outcome of the appeal. If the student or student organization poses a threat to any person; is unruly, disruptive, or uncontrollable; damages or threatens to damage any property; or any other serious condition exists, the Campus Dean of Student Services (or his or her designee) may suspend the student or student organization immediately and have the student escorted from the campus facility.
- C. Once an appeal is received by the Vice President for Student Services, the case is referred to the Student Services Discipline Committee for a hearing following Procedure 5025: *Student Appeals Hearing Protocol*. The hearing date is set within five school days once the Office of the Vice President for Student Services receives the appeal.

**History:** Adopted: August 28, 2007  
 Revised: February 28, 2012; July 1, 2014; and November 5, 2019

	11/18/19		11/18/19
<b>Executive Responsible for Procedure</b>	<b>Date</b>	<b>President's Staff Member's Approval</b>	<b>Date</b>
			11/18/19
<b>President's Approval</b>			<b>Date</b>