

Holmes Community College

Goodman * Grenada * Ridgeland

Department of Public Safety

Discipline and Appeal Procedure

Non-academic discipline of the students at Holmes Community College is administered through the Dean of Students' office on the Goodman campus, the Vice-President's office at Ridgeland, and the Vice-President's office at Grenada. These individuals are referred to elsewhere in this hand- book as the Chief Student Services' Officer (CSSO). Minor infractions of discipline and conduct are handled as they occur by the faculty and staff directly in charge at the point of infraction. Any discipline imposed in this manner may be appealed by the student to the CSSO on campus. More serious disciplinary problems among students are handled directly by the CSSO. Disciplinary hearings are of private, confidential nature and are closed to the public.

Discipline Procedure

Disciplinary action will proceed as follows:

- 1) The CSSO shall notify the student of the charges.
- 2) The CSSO may temporarily suspend a student until such time as the charges brought against them may be heard. The suspension would occur when it is apparent that the student's presence would affect the well-being of the student body, the faculty, or the college property.
- 3) The student has the right to discuss any evidence pertinent to the charges with the CSSO.
- 4) The CSSO, after gathering all information, will make a final ruling.
- 5) The CSSO will notify the student, in writing, of the charges and discipline to be levied.

Appeal Procedure*

- 1) If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
- 2) The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/ or instructors).
- 3) If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

*Please note the following:

- Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- The student may be suspended from activities during the appeals process.
- Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.
- The President's decision will be final.