4. The vice president as an ex officio non-voting member.
5. Committee members will serve a two-year term, beginning in January and ending in December. Replacements will be appointed by the president or SGA if necessary.

B. Procedure for Hearings Before the Disciplinary Review Committee

1. Procedural responsibilities of the vice president:
1.1. The Review Committee must meet within 10 working days of receipt of a request for a hearing. At least five working days prior to the date set for the hearing, the vice president shall send a certified letter to the student's last known address providing the student with the following information:
   a. A restatement of the charge or charges.
   b. The time and place of the hearing.
   c. A statement of the student's basic procedural rights.
   d. A list of witnesses.
   e. The names of committee members.

2. Basic procedural rights of students include the following:
   a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee.
   b. The right to produce witnesses on one's behalf.
   c. The right to request, in writing, the president to disqualify any member of the committee for prejudice or bias. (The request must contain justification.) A request for disqualification, if made, must be submitted at least three working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
   d. The right to present evidence.
   e. The right to know the identity of the person(s) bringing the charge(s).
   f. The right to hear witnesses on behalf of the person bringing the charges.
   g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
   h. The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made within five working days of the completion of the hearing.

3. The Conduct of the Committee Hearings
   a. Hearings before the committee shall be confidential and shall be closed to all persons except the following:
      1. The student.
      2. Counsels.
      3. Witnesses who shall:
         i. Give testimony singularly and in the absence of other witnesses.
         ii. Leave the committee meeting room immediately following completion of the testimony.
   b. The hearing will be recorded. Recordings will be used for transcription purposes and will be erased once a written record of the hearing is established.
   c. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
   d. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
   e. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions if applicable.
   f. Decisions of the committee shall be made by majority vote.
   g. Within two working days after the decision of the committee, the vice president shall send a certified letter to the student's last known address providing the student with the committee's decision.

C. Appeal to the President
   A student who refuses to accept the findings of the committee may appeal in writing to the president within five working days after receipt of the committee's decision. The president shall have the authority to:
   1. Review the findings of the proceedings of the committee.
   2. Hear from the student, the vice president, and the members of the committee before ruling on an appeal.
   3. Approve, modify, or overturn the decision of the committee.
   4. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

VII. Student Grievance Procedure

A. Purpose
   The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff concerning the following:
   1. Alleged discrimination on the basis of race, color, age, national origin, religion, disability, sex, covered veteran status or other conditions, preferences or behavior, excluding sexual discrimination complaints.
   2. Sexual discrimination, including sexual harassment and sexual violence, complaints should be directed to the vice president. Because of the sensitive nature of this kind of complaint, a conference with the vice president will replace the first and second steps of the grievance procedure. The vice president will counsel with the student to determine the appropriate action. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
   3. Academic matters, excluding individual grades and attendance.

B. Procedure
   1. First Step
      The student must go to the faculty or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place
within five working days of the incident which generated the complaint.

2. Second Step
If the complaint is not resolved at the informal conference with the faculty or staff member, the student should meet with the faculty member’s director of programs in consultation with the dean or staff member’s direct supervisor within five (5) working days after satisfying step 1. As part of the effort to resolve the issue, the director of programs or supervisor will consult with the individual who the complaint is directed toward and the dean or the chief administrative officer of that division.

3. Third Step
If the complaint is not resolved at the informal conference with the director of programs in consultation with the dean or direct supervisor, the student may file a written grievance with the vice president of student services. The grievance form may be obtained from the Office of the Vice President of Student Services. The completed grievance form and the reason why the response of the dean or supervisor was unsatisfactory must be presented to the Office of the Vice President of Student Services within five (5) working days after satisfying Step 2.

The vice president shall immediately notify the president who shall insure that the committee is organized in a manner consistent with Section C of this procedure (The Student Grievance Committee). The vice president will send copies of the appeal to the members of the committee, the employee, and the employee’s supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee.

Meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action.

The committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision.

The committee shall decide by a majority vote the resolution of the grievance. In case of a tie, the chairperson will vote, thus breaking the tie. The chairperson shall forward a copy of the committee’s decision to all parties involved and to the Office of the President of the College within two working days.

4. Fourth Step
The committee’s decision may be appealed to the president of the College within three (3) working days of the committee’s decision by either party involved. The president shall review the committee’s findings, conduct whatever additional inquiries deemed necessary, and render a decision within 10 working days of receipt of the appeal.

C. The Disciplinary Review Committee will serve as the Student Grievance Committee.

D. Rights of Parties Involved in a Grievance
When a grievance committee meeting is scheduled, the parties involved are entitled to:
1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents, or exhibits that each party may present at the meeting.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.

E. Time Periods and Limitations
Reasonable efforts shall be made by all parties to expedite the grievance process. A time limitation specified for either party may be extended by mutual agreement. If there is no mutual written agreement to extend the time limits, and if a decision at one level is not appealed by the student to the next level of the procedure within the time limits specified, the right of the student to further appeal is terminated.

TITLE IX AND SEX DISCRIMINATION
Title IX of the Education Amendments of 1972 is a law that prohibits discrimination based on sex. The law states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program and activity receiving Federal financial assistance.” (20 U.S.C. §1681) Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault, or sexual violence.

Inquiries concerning the application of Title IX may be referred to the College’s Title IX coordinator. The Title IX coordinator will take immediate action to provide a prompt and equitable resolution to a complaint and take steps to prevent the recurrence of the discrimination or harassment. Listed below are the staff members who have primary responsibility for Title IX compliance.

Title IX Coordinator
Director of Human Resources
Wilson Building, C1023C
(919) 209-2025

Title IX Deputy Coordinator
(for students)
Vice President of Student Services
Wilson Building, C1045D
(919) 209-2048