

Requirement 3.9.1

Student Affairs and Services: Student rights

The institution publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community.

Judgment

Compliant Partial Compliance Non-Compliant Not Applicable

Narrative

Haywood Community College (HCC) is in compliance with Comprehensive Standard 3.9.1.

HCC publishes and distributes student rights and responsibilities as part of the [HCC Catalog/Handbook 07-08, Student Handbook Section, beginning on page 79](#) and in the [SGA Calendar 07-08, pp. 78-93](#).

Student Rights and Responsibilities Publication

HCC Catalog/Handbook 07-08 Publication/Dissemination

The HCC Catalog/Handbook publication is disseminated to a variety of stakeholders through the following methods :

- **Potential Students** -- mailed or given upon campus arrival/request
- **New Students** - distributed at the beginning of each semester during student orientation (required attendance as stated in the [HCC Catalog/Handbook, Orientation, p. 23](#).)
- **All Students and Stakeholders** - available virtually and/or in hard copy via:
 - online under ["Publications" area of HCC Web site](#)
 - [HCC Catalog/Handbook 2007-08, Student Handbook Section, pp. 79 - 89](#)
 - [Student Handbook Section, pp. 71-88](#)
 - Student Development Services
 - HCC Library
 - all academic departments on the main campus and off-campus sites
 - information display units at various campus locations
 - distribution to agencies in the county and public and private high school counselors.

HCC SGA Calendar Publication/Dissemination

Additionally, the Student Government Association (SGA) publishes and distributes copies of the [HCC SGA Calendar, pp. 78- 93](#), which contains the Student Rights and Responsibilities section, as stated in the HCC Catalog Handbook. The SGA Calendar is also located on the HCC Web site under ["Publications."](#)

HCC Policies Publication/Dissemination

HCC Student Rights and Responsibilities were approved as part of the HCC Policies, by the Board of Trustees and last updated 1996 ([HCC Policy Student Rights and Responsibilities](#)). These rights and responsibilities include the following: Student Rights, Student Code of Conduct, Disciplinary Procedures, Sanctions, Appeals Procedures, and Student Grievance Procedure. In developing the Policy on Student Rights and Responsibilities, HCC referenced K.M. Weeks' [Student Handbook](#)

Policies (College Legal Information, Inc.) a foremost authoritative policy and procedure writing resource and college information resource for higher education institutions. Weeks' Student Handbook Policies incorporates comprehensively researched and updated findings based on actual practice. These policy and procedure writing guidelines are used consistently by colleges, such as HCC.

HCC Compliance with HCC Student Rights and Responsibilities Policy

HCC's Vice President of Student Development Services (SDS) oversees all student disciplinary actions. When alleged student disciplinary actions arise, the VP of Student Development Services takes the following steps ([HCC Catalog/Handbook 07-08, p. 81 -87](#)):

- interviews person(s) alleging infractions
- interview any/all alleged witnesses
- interviews respondent to allegations
- renders allegations decision.

The VP of SDS sends a return receipt/signature required disciplinary action letter ([Sample Student Disciplinary Action Letter](#)) to the student via certified U.S. mail. This letter addresses/supplies the following:

- the alleged charge/violation of the HCC Student Code of Conduct
- the sanction to be imposed
- the right of the student to appeal the decision
- a copy of the appeals section from the [HCC Catalog/Handbook, pp. 79-89](#) as a hard copy resource and its online location at the "[Publications](#)" page of HCC's Web site

The Vice President of Student Development maintains a file of all student disciplinary actions with letters on file, the violation of the Student Code of Conduct, the sanction imposed/action, and the student major ([Student Disciplinary Action Summary](#)).

Appeal Process

In stances where a student disagrees with a disciplinary decision, the following steps are implemented ([Appeals Procedure, HCC Catalog/Handbook 07-08, pp. 84-86](#)):

1. Student files a completed Disciplinary Action Appeal Hearing Letter within three working days of the notice of the letter of disciplinary action to the VP of Student Development Services ([Sample Student Appeal Letter](#)) ([Sample VP Letter of Notification of Appeal](#)).
2. VP of SDS arranges with student and HCC's Disciplinary Review Committee (DRC) for a convenient hearing date, time, and location. DRC membership is appointed by the College's President.
3. DRC members hear testimony and render a final decision ([HCC 2007-08 Disciplinary Review Committee Purpose & Current Membership](#)) ([Sample DRC Final Decision Letter](#)).
4. A final letter is again sent return receipt/signature required to the student via certified U.S. mail.

Given confidentiality of disciplinary action appeals meetings, minutes may be observed onsite at the VP of Student Development Office upon request as appropriate. (Disciplinary Review Committee Hearing Minutes are not attached as a document.)

Student Complaint Filing Forms

Students may use designated forms for filing complaints or write a letter stating their concerns. Forms for filing complaints are available in the HCC Student Development Office or online ([HCC Student Development Web site, SDS Forms](#)). Additional documentation includes:

- [Student Charge Form](#)
- [Student Complaint Form \(Non-Academic Matters\)](#)
- [Student Complaint Form \(Academic Matters\)](#)

Supporting Documents

-  [Academic_student_complaint_response_action](#)
-  [Disciplinary_action_letter](#)
-  [Disciplinary_Review_Purpose_Sch_Members](#)
-  [HCCpublicationswebsite](#)
-  [HCC_Student_Academic_Grievance_form](#)
-  [HCC_Student_Charge_Form](#)
-  [HCC_Student_NonAcademic_Grievance_form](#)
-  [HRpolicies](#)
-  [notification_disiplinary_appeal_hearing](#)
-  [Response_Student_Complaint_College_ID](#)
-  [Response_Student_Complaint_College_ID_no_name](#)
-  [Student-request_for_appeal_07](#)
-  [Student_complaint_against_former_student_1-28-08](#)
-  [Student_Complaint_Wearing_College_IDs](#)
-  [Student_Complaint_Wearing_College_IDs_wo_Name](#)
-  [Student_Discipline_summary_021908](#)
-  [Student_Grievance_Form_1-28-08](#)
-  [Student_Hanbook_Policies_Forms_by_K_Weeks](#)
-  [VPSTUDEVELWEBSHOWFORMS](#)
-  [HCC_0708_Catalog_\(page_25\)](#)
-  [HCC_0708_Catalog_\(page_81\)](#)
-  [HCC_0708_Catalog_\(page_82\)](#)
-  [HCC_0708_Catalog_\(page_84\)](#)
-  [HCC_0708_Catalog_\(page_87\)](#)
-  [HCC_POLICY_STUDENT_RIGHTS_RESPONSIBILITIES_AND_JUDICIAL_PROCEDURES](#)
-  [SGA_Calendar_07-08_\(page_1\)](#)
-  [SGA_Calendar_07-08_\(page_78\)](#)
-  [Student_Handbook_Section_2007-08](#)