4. The student has the right to appeal the decision of the Dean of Students to the Provost within ten business days of the date of the written notice of the Dean of Student’s decision.

ADMINISTRATION OF STUDENT CODE OF CONDUCT

Student Conduct
The Dean of Students is the senior administrator responsible for leadership and compliance of the Student Code of Conduct. Every effort is made to ensure that the conduct code is administered as a teaching and learning opportunity. Therefore students are encouraged to follow Matthew 18:15-17 when confronted with issues or concerns.

Should issues or concerns escalate to a level that poses a threat or continuing danger to the safety of persons or property, the Dean of Students has the right to remove the student from the campus. The status of the student will be classified as an interim suspension from the College to allow for review, final decision, and appeal regarding the conduct.

In such cases, the appropriate action will be administered within three to five days of the removal of a student. Students are required to read the Student Code of Conduct and become familiar with its content. Lack of knowledge of the Student Code of Conduct is no excuse for failing to adhere to the code. Students who participate in college sponsored programs and activities off campus must also follow the rules and regulations of the Student Code of Conduct and they are subject to sanctions if violations occur.

Referral for Violation of Student Code of Conduct
Any CBS official or student may refer violators of the Student Code of Conduct to the Dean of Students. Witness statements, documentation, or other proof of the alleged offence may be required. The student will be informed of the report of the alleged violation within three (3) working days and will have three (3) working days to respond unless the Dean of Students determines that immediate response and action is required.

Resolution to Student Conduct Issues
The primary reason to review, investigate or hear a student conduct issue is to ensure that the environment of the College remains a wholesome and inviting atmosphere for students. It is also important to ensure that measures are in place to protect the rights of the student and anyone adversely affected by unacceptable behavior. The student conduct process is concerned with violations of the College’s regulations. Legal and formal rules of evidence as prescribed in a court of law may not be interjected and any change from customary procedures of a court of law will not mean that a decision is not valid.

The student conduct process is concerned with violations of the College’s regulations. Legal and formal rules of evidence as prescribed in a court of law may not be interjected and any change from customary procedures of a court of law will not mean that a decision is not valid. The focus on student conduct review is to ensure that the student learns from his/her violation of the Student Code of Conduct and that a satisfactory response is directed to anyone who is adversely affected by the student’s violation of the Student Code of Conduct.

If student conduct violations occur, the following actions will take place:

1. The Dean of Students will send a letter of notification to the student.

2. The student may be required to report to the Office of the Dean of Students immediately or he/she may have three business days to respond to the letter in writing.

3. If no response is submitted, the Dean of Students may assume that the allegations have merit and issue a notice of the sanction(s).

4. If the student responds in writing (or otherwise) to the letter of notification, an appointment will be arranged with the Dean of Students and the following will be discussed: actions that warrant the violation/s, student rights and responsibilities, hearing procedures, sanctions, and appeal procedures.

5. The violation may be resolved in a meeting with the Dean of Students or at his or her discretion; the Dean of Students may commence an investigation which may include but not be limited to:

   - Review of the allegations
   - Time, date and place for a hearing
   - Assembly of a review committee
   - Listening to the accused and witnesses

The Dean of Students will notify the accused student in writing of the final decision and include the notice of a right to
appeal. The student has the right to appeal the decision of the Dean of Students to the Provost within ten business days of the date of the written notice of the Dean of Student’s decision.

CONSEQUENCES FOR FAILURE TO ADHERE TO STUDENT CODE OF CONDUCT

1. **Verbal Intervention** – Students who fail to adhere to the Student Code of Conduct may engage in a constructive discussion with the Dean of Students or his/her designee. After a specified time of intervention, the student may be required to acknowledge in writing that he or she has sufficiently reviewed his or her conduct and will not repeat the offense.

2. **Restrictions** – Students who are found guilty of violating the Student Code of Conduct may be limited in participating in college activities such as student government, college sponsored trips, student activities, and social events for a designated time.

3. **Restitution** – Students may be required to pay the costs for the replacement or repair of any property that is damaged by the student. If the student fails to pay the costs or make the repairs, the student may be subjected to additional disciplinary action, including suspension or expulsion. A record of any restitution will remain a part of a student’s disciplinary record for five years following a student’s commencement.

4. **Reprimand and Warning** – Students may be given a reprimand accompanied by a written warning for failing to adhere to the student code of conduct. A reprimand and written warning will be given to the student and placed in the student’s personal file during the time that he or she is a student at the College. This warning may include conditions for which the student is responsible, and failure to keep these conditions could result in suspension or expulsion.

5. **Probation** – a specified time period during which the student will be evaluated further. This action may also include special conditions. Probation for more than three semesters during the time of a student’s enrollment will normally be cause for suspension.

6. **Required Leave of Absence** – a specified time period during which the student shall be granted a leave of absence with responsibility for fulfilling conditions specified by the Dean of Students or the Faculty. Readmission is normally granted when these conditions are met. A required leave of absence of more than one year will normally result in administrative withdrawal of the student after one year.

7. **Suspension** – a specified time period during which a student is suspended from the College. Readmission is possible but is subject to admission procedures and available space.

8. **Dismissal** – the termination of a student’s relationship with the College. Readmission is not expected and recommendation for acceptance to another College is subject to the Dean of Students’ discretion. Students will receive notification of the action in writing. Disciplinary dismissal is noted on the student’s official transcript from the College, and becomes a part of the student’s permanent record.

A federal or state drug conviction can disqualify a student for Federal Student Aid funds. Please refer to the information in the Student Financial Services section related to drug convictions.

Any violation of local, state, or federal laws, whether on campus or off campus, is subject to the authority of the police and the courts. In addition, students engaged in illegal activity may also face disciplinary action by the college.

**THE APPEAL PROCESS**

Any student that is accused of committing a serious offense that violates the institution’s student code of conduct, which results in disciplinary action, has the right to appeal the decision. No student can/will be singled out for punishment on the basis of race, sex, color, religion, disability, or national origin.

The student has the right to appeal the decision of the Dean of Students. Appeal of the Dean of Students’ decision must be made in writing to the Provost. Such appeals must be received within ten business days of the date of the written notice of the Dean of Student’s decision. If the student does not file an appeal within the allocated time parameter, the case will be considered closed.

The Provost may request additional information or request a meeting with the student. There is no appeal beyond the Provost. The Provost will notify the student in writing of his or her decision. Copies of all documents will be retained in the student’s file.