

# Pine Technical and Community College Procedure

## 3.PTCC.6.1 Student Code of Conduct

**Chapter:** 3 – Educational Policies

**Date:** 9/04/2025

### Part 1: Overview

This procedure supports Policy 3.PTCC.6 - Student Code of Conduct, outlining the steps for filing a complaint and the College's due process protections provided to students. It ensures that all members of the College community understand their rights and responsibilities in maintaining a respectful and safe learning environment.

### Part 2: Filing a Complaint

Any member of the College community including students, faculty, and staff may submit a complaint alleging that a student or organization has violated the Student Code of Conduct. The process for filing a complaint is as follows:

1. **Submission:** Complaints must be submitted in writing to the Dean of Student Success. Standardized forms are available for this purpose, and assistance is available upon request to help individuals articulate their concerns clearly.
2. **Signature Requirement:** The complaint must be signed by the individual submitting it. Anonymous complaints will not be accepted.
3. **Presumption of Innocence:** Any student or organization named in a complaint is presumed not responsible for the alleged conduct unless and until a determination is made through the appropriate process.

### Part 3. Informal Resolution Process

Upon receiving a complaint, the Dean of Student Success (or their designee) will conduct a preliminary review to assess the validity of the allegations:

- If the complaint lacks sufficient basis, it may be dismissed, and no further action will be taken.
- If the complaint appears to have merit, the Dean will invite the student to an informal meeting to discuss the matter.

**Before the meeting,** the student will receive oral or written notice of:

- The specific allegations made against them.

- The evidence supporting the complaint.

**During the meeting**, the student will have the opportunity to respond to the allegations. If a mutually agreeable resolution is reached – including any appropriate sanctions – the matter will be considered resolved.

If no agreement is reached, the case will be referred to the Judicial Committee for a formal hearing and adjudication.

#### **Part 4. Formal Actions**

##### **Subpart A. Summary Suspension**

The College reserves the right to impose a **summary suspension**—removal from campus without a hearing—if a student is deemed to pose an immediate threat to the health or safety of others.

##### **Before the suspension is enacted:**

- The student will receive oral or written notice of the College’s intent to impose suspension.
- The student will be given an opportunity to present oral or written arguments against the suspension.

##### **After the Suspension:**

- Written notice of the suspension will be provided to the student.
- A formal hearing will be scheduled within nine (9) working days of the suspension.

##### **During the suspension:**

- The student is prohibited from entering campus unless the Dean of Student Success grants written permission.

##### **Subpart B. Judicial Committee Procedure**

The Judicial Committee is a standing committee consisting of:

- Three faculty members
- Two students
- One College administrator

Members are recommended annually and approved by both the President's Cabinet and the Student Senate. The Dean of Student Success serves as a non-voting member. The Committee selects a chairperson by consensus for each hearing. Additional individuals may be invited to provide expert testimony or relevant information.

**Notification Process:**

The Dean of Student Success will prepare and send a written notice to the student at least five (5) working days before the hearing. The notice will be hand delivered or sent via certified mail to the last known address on file and will include:

- The date, time, location, and nature of hearing.
- A written statement specifying the alleged Student Code of Conduct violation.
- Information about the student's right to have an advocate present.

**Hearing Process:**

- The Dean of Student Success or Committee Chair will schedule the meeting and notify all participants.
- The hearing will be held within ten (10) working days of the request for hearing.
  - A quorum of three Committee members is required. Decisions are made by the simple majority of those present.
- Committee members with a conflict of interest must recuse themselves.
- The hearing will be audio recorded. Students may request a copy in writing and may be charged for the cost.

**Presentation of the Case**

- The Dean of Student Success and the accused student may each make opening statements.
- The complainant will present the complaint and supporting evidence.
- Both parties may call witnesses.
- An advocate may accompany the complainant and/or the accused. Advocates; may advise but not actively participate
  - If criminal charges are possible, students are encouraged to have legal counsel. In such cases, the College may involve the Minnesota Attorney General's Office.
- The Committee members may ask questions of any individual present.

**Deliberation and Decision:**

- The Committee will deliberate in private and issue a written decision within two (2) working days of the hearing.
- The decision will include findings of fact and recommended sanctions, if any.
- The Dean of Student Success will notify the student of the outcome within three (3) working days of receiving the Committee's decision.

**Confidentiality:** Hearings and records are private and protected by the Family Educational Rights and Privacy Act (FERPA).

- Records may be released under court order or subpoena.
- A written summary of the proceedings will be placed in the student's permanent file.

### **Subpart C. Lack of Cooperation**

If a student does not respond to requests to participate in the disciplinary process, the following steps will be taken:

1. The Dean of Student Success will make reasonable efforts to contact the students through standard communication channels.
2. If the student remains unresponsive, the College will proceed with the disciplinary process in the student's absence.

### **Subpart D. Appeals**

Students have the right to appeal any disciplinary decision made by the Judicial Committee. Appeals must meet the following criteria:

**Submission:** The appeal must be submitted in writing to the President within five (5) business days of receiving the Judicial Committee's written decision.

**Scope:** Appeals are based solely on the findings and recommendations of the Judicial Committee. No new evidence will be considered at this stage.

**Review:** The Chair of the Judicial Committee will forward the findings and recommendations to The President for review.

**Decision:** The President will issue a written decision to all involved parties within five (5) days of the receipt of the Committee report.

In cases where a student is suspended for 10 days or more, they have the right to request a contested case hearing under Minnesota Statutes, Chapter 14, (Administrative Procedures Act)

### **Subpart E. Savings Clause**

If any part of this student conduct policy is found to be unlawful or unenforceable by a court of competent authority, that ruling will apply only to the specific section identified in the decision. All other provisions of the policy will remain valid and enforceable.

## **Part 5: Responsibilities**

## **Institutional Responsibility**

The President of the College holds ultimate responsibility for student conduct matters and may delegate authority to the Dean of Student Success to oversee the adjudication process. All members of the College community—students, faculty, and staff—are encouraged to actively support the fair and respectful resolution of disciplinary matters.

### **Subpart A. Responsibility of Student Clubs, Groups and Organizations**

Student clubs, groups and organizations may be held accountable for violations of the Student Code of Conduct. Charges may be brought against:

- The organization as a whole
- Individual members
- Leadership or identifiable representatives. Collectively or individually, against the club, group or organization, its leadership, and/or the individual member(s) responsible for the violation.

An organization may be held responsible for the actions of its members if those actions were encouraged, supported, or permitted—either explicitly or implicitly—by the group.

#### **Review Process:**

The Dean of Student Success (or designee) will review alleged violations to determine the appropriate course of action. Leaders or representatives may be required to take corrective action to prevent or stop further violations.

Consequences:

- Violations may result in disciplinary action, including but not limited to:
- Loss of privileges,
- Revocation of official recognition,
- Review by Student Sentate

#### **Related Documents:**

[Minnesota State Board Policy 3.6 Student Conduct](#)  
[Minnesota State Board Procedure 3.6.1 Student Conduct](#)  
[3.PTCC.6 Student Conduct Policy](#)

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