

Disciplinary Action Committee Policy

Purpose of the Disciplinary Action Committee

The purpose of the Disciplinary Action Committee (DAC) is to serve as a review and action committee to review evidence of infractions of professional or academic demeanor related to the career goals and academic area in the College of Education and Professional Studies (CEPS) at Jacksonville State University (JSU). Due process will be employed for both the CEPS personnel and the student. DAC members are representatives of each of the units in the College of Education and Professional Studies.

JSU Student Code of Conduct

CEPS teacher candidates are also expected to adhere to the JSU Student Code of Conduct. The Code of Student Conduct is a way for the University to publicly expect all students (undergraduate, graduate and non-degree seeking, on campus or off campus) to maintain standards and respect for the University community. The process outlined in the Student Code of Conduct is designed to support students who may engage in misconduct through an educational and restorative method. The Office of Community Standards and Student Ethics upholds the general mission and goals of the institution while recognizing and respecting the rights, privileges, and responsibilities of all JSU students. You may view the JSU Student Code of Conduct at this link: <http://www.jsu.edu/studentaffairs/pdf/Student-Handbook.pdf#page=44>

Types of Referrals

Academic Infractions

Types of academic infractions include, but are not limited to, plagiarism, cheating, bullying, online course conduct, and etiquette.

Professional Dispositions

Types of professional dispositions include, but are not limited to, ethical violations, social media, bullying, email, and electronic communications.

Procedure for Referrals

The procedure for referrals can be immediate regarding the severity of the infraction or can be process after the student has received three dispositions during their program. Evidence is a pattern of infraction related to student ethics and responsibilities.

Documentation from departments should include evidence of infraction(s) and an attempt of remediation. This will enhance the committee's procedure to provide due process to the referring agent and due process to the student in question.

Process for Referrals

- Department Head collects evidence (should include past dispositions, plans of action, remediation plans, etc.).
- Department Head submits evidence to Dean in the College of Education and Professional Studies.

- The Dean reviews evidence and makes decision if referral to DAC is warranted. The Dean may refer back to the department for further remediation or make an official referral to DAC.

Expectations of DAC

- DAC will provide due process for both the department and student.
- Family members of the student may attend the meeting, but will be asked to remain outside the room due to privacy concerns.
- The committee will review evidence provided by either party.
- The committee can decide to recommend a plan of remediation that may include, but is not limited to, utilizing services of other agencies of the university and action items such as counseling, additional academic coursework, ethics modules, repetition of field work, and delays in continuation of program until actions items are completed.
- The DAC will provide a timeline of completion of action items for remediation.
- The DAC will review all action item submissions by the student to ensure completion before a decision is made that remediation has been met.
- The student will meet once again with the committee to reflect and explain the values of the plan of action and what it meant to them.
- The DAC can recommend the student is remediated and may continue in their program.
- The DAC can recommend the student be removed from their program.
- The DAC can recommend the student be removed from the university.

DAC Timeline

- If official referral to DAC, the Dean will send the evidence to the DAC chair member.
- DAC chair schedules meeting with committee members to review referral.
- At the meeting, the DAC chair provides confidential packets of evidence to each member to read and discuss.
- A member of the referring department may be present at this meeting to explain the case/documentation.
- If the committee determines to continue, the DAC chair will write the student a letter stating he/she is to attend a meeting. The letter will provide time, date, and location.
- The letter to the student should indicate that non-attendance will automatically result in the committee recommending dismissal from the program.
- The letter will be sent certified mail to the home address.
- The scheduled meeting should allow 8-10 days for the student to receive the letter.
- After the meeting with the student, the committee will review all evidence and make a recommendation to remediate or dismiss the student from their program.
- The committee will submit their decision to the Dean.
- The Dean will send a certified letter to the student with the results of the hearing.

- The letter will include either a detailed remediation plan with timeline for completion or will include the decision that the student be removed from his/her program and/or the university.
- The letter will allow the student 14 days to respond to the Dean, in writing, accepting the plan and/or removal from the program.
- If the Dean does not receive a response, a third certified letter will be sent to the student.
- At the end of the timeline for any remediation plan, the committee will request another meeting with the student to allow him/her a chance to reflect and explain the value they received from the action items.
- At this meeting, any next steps will be discussed with the student.
- The committee will notify the Dean that the process is over and complete or if any next steps are necessary.
- If the decision is made to recommend the student be removed from the university, the Dean will notify the university attorney.
- For serious infractions, the Dean might request a letter to the state board of education stating why the candidate was removed from the College of Education and Professional Studies.
- The Dean's secretary should receive a copy of everything to be filed.