

BONGAIGAON COLLEGE

The College Code of Student Conduct and Disciplinary Processes

Bongaigaon College takes pride in the responsibility of its students and the social and educational atmosphere of its campus.

Bongaigaon College students are held responsible for their conduct at all times. Any student who engages in academic or social misconduct shall be subject to disciplinary action by appropriate office of the College and/or the General Grievance Redressal Cell.

The College reserves the right to withdraw from any student the privilege of attending college at Bongaigaon College for any lawful reason that the College deems appropriate.

The following considerations constitute the foundation of the College's justification for establishing expectations of student conduct, codifying those expectations, and adopting equitable processes for assessing student conduct.

1. The College's mission as a provincialised educational institution establishes its identity as a pioneer institution with a distinctive history and culture.
2. The Charter and By-Laws of the College charge the faculty with responsibility for the welfare of students and the conditions under which they are to live and learn.
3. The College's standards of conduct and the procedures for determining responsibility for misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they attempt to substitute for them. As an institution structured to accomplish its stated educational mission, the College has an independent interest in upholding standards of academic and social conduct, and these expectations may differ from those found in society at large. The College is committed to fundamental fairness in its student conduct procedures.
4. By the action of matriculation and registration at Bongaigaon College, students voluntarily enter an educational community with standards of academic honesty and respect for persons and property. In choosing to enroll in the College, students become responsible in their conduct to those standards as stated in the Student Conduct Code.

The College may address student academic and social misconduct through its own processes and apply sanctions governing the terms of membership in the College. The College reserves the right to deal with misconduct, whether or not law enforcement agencies are involved and/or criminal charges may be pending.

College code of students' conduct

The purpose of the Code is to express community standards of honesty, respect for persons and property, and responsible use of freedom. The Code reflects the College's mission and identity, and it exists to guide conduct, safeguarding and promoting the College's educational activity.

Students are responsible for reading and reviewing the Code of Student Conduct, and for understanding the responsibilities they assume by enrolling in the College.

It is important that students know where to turn when they have questions, and for the College to be confident that those to whom they turn understand the student conduct system. In addition to the language of the Code itself, the College makes available a variety of “live” resources: The Office of Students’ Union, members of the faculty, the administrative body and mediators. If a student is in trouble, has a complaint and wants to know how to proceed, or simply has a general question about disciplinary policy, Grievance Redressal Cell should know enough about the standards of conduct and judicial process at Bongaigaon College to be able to provide helpful and accurate answers. For more detailed information, students may speak with the coordinator of the Cell, who has extensive familiarity with the student conduct process and who is prepared to explain it to students and faculty who become involved in any aspect of a disciplinary matter.

A. Bongaigaon College Statement on Academic Integrity

Bongaigaon College is an academic community deeply engaged in inquiry and intellectual exchange and is committed to core principles of academic freedom and integrity. We recognize that intellectual and artistic exchange depend on a mutual respect for independent inquiry, reflection and expression. Faculty, staff and students alike are therefore dedicated to fostering an environment that upholds the highest standards of fairness, integrity, and respect in all their academic endeavors.

This policy statement outlines these principles and practices, roles and responsibilities. Potential consequences for students are described in Bongaigaon College Academic Integrity Procedures on the Bongaigaon College website.

Violations of Academic Integrity

Violations of principles and practices of academic integrity fall into two subcategories: (1) plagiarism and misuse of sources and (2) cheating.

1. Plagiarism and Misuse of Sources

Plagiarism is the use without proper attribution of someone else’s words, ideas or other work as if it were one’s own. Failure to properly indicate and acknowledge the work of others can lead a reader, listener or viewer to think that information, research, ideas, words, images, data, artistic and creative elements, or other work are the student’s own efforts, when they are not. Plagiarism significantly departs from accepted standards in the academic community and misleads others into thinking the work is the student’s own.

Misuse of sources, like plagiarism, reflects failure to properly credit the work of others but involves errors, mistakes, incomplete or inadequate attempts and other errors in citation, quotation and attribution that would not seriously mislead others into thinking the work is the student’s own.

Plagiarism and misuse of sources carry different consequences as described in Bongaigaon College Academic Integrity Procedures.

The responsibility to give credit for material that would not qualify as common knowledge applies to almost all types of assignments and situations, not just papers, and not only to final

work but also submitted drafts. Work in which students must acknowledge sources and the contributions of others includes but is not limited to draft and final versions of the following:

- talks and other oral presentations
- visual aids, presentation slides or other media tools
- websites, Web pages, webcasts and other multimedia work
- artistic, musical and other creative work
- Project chapters, papers, proposals, literature reviews, abstracts, annotated bibliographies and other writing
- exams, including in-class and take-home exams.

2. Cheating

Cheating involves violating recognized norms for academic inquiry or specific norms established by faculty for particular assignments or using other methods, including technology, to gain unearned academic advantage. Examples of cheating include but are not limited to the following:

- unauthorized collaboration
- using materials not permitted during an exam, when writing a paper, or in completing other assignments
- receiving assistance beyond what is permitted
- manufacturing or falsifying data
- submitting the same work to satisfy the requirements of two different courses without getting permission from the instructor of the second course or permission from both instructors if the same work is submitted in two courses during a single semester
- knowingly providing assistance of any kind to another person who is attempting to cheat or plagiarize

Violations of academic integrity are among the most serious offenses that students can commit; any violation may result in consequences at both the course and institutional levels. Procedures, findings and consequences for violations of academic integrity may depend on specific circumstances, such as the student's grade level, educational background and prior violation of academic integrity, attempts made to cite or acknowledge sources and the amount and type of work at issue. Procedures and potential consequences for students are described in Bongaigaon College Academic Integrity Procedures on the Bongaigaon College website.

B. Social Misconduct

Bongaigaon College students are held responsible for their conduct at all times. Any student who becomes disorderly, is involved in any disturbance, interferes with the rights of others, damages property, or is individually or as a member of a group involved in unacceptable social behavior on or off campus shall be subject to disciplinary action by the Discipline Monitoring Cell.

For purposes of handling disciplinary matters, a "student" is defined as someone who has matriculated and has gained status of student with the College. Students retain this status throughout their careers at Bongaigaon College, including academic terms, scheduled vacations, summer months, periods of leave, or off-campus study.

Disciplinary charges may not be brought against someone who has graduated from the College except when such an individual may once again be a recognized student. The College reserves the right to at any time bar any noncurrent member of the Bongaigaon College community from being on campus or participating in College-sponsored activities. In situations where it may not be possible to resolve a case prior to a student's graduation, the Governing Body may cause the student's degree to be withheld until the case is fully resolved.

The College reserves the right to investigate any discipline alleged misconduct even when it occurs off campus. The College usually will apply the Code in instances where the off-campus misconduct:

1. occurs in connection with a College-sponsored event or when students are acting as representatives of the College, or
2. directly affects another member of the Bongaigaon College community, or
3. Suggests a potential danger or threat to others.

General Categories of Social Misconduct

Cases of social misconduct usually fall into one of several general categories. While not exhaustive, the following categories illustrate the expectations of the College and provide examples of misconduct subject to College discipline.

1. Actions against persons
2. Actions against property
3. Dangerous or disorderly conduct
4. Actions against the institution
5. Obstruction of the College's procedures

1. Actions against Persons

Conduct which involves force, threat of force, or intimidation directed at an individual or group of individuals may constitute an "action against persons."

Examples of actions against persons include:

Assault

- This includes unwanted physical contact, as well as fighting and physical altercations.

Sexual misconduct

- Please refer to the Govt.'s Sexual Misconduct and Harassment Policy for detailed definitions regarding sexual misconduct violations (e.g., rape, sexual assault, dating violence, domestic violence, and stalking) and the procedures for adjudicating alleged violations.

Hazing

- Bongaigaon College prohibits injurious hazing, defined as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student. . . ."

Specifically, hazing means an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, (1) could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment, (2) destroys or removes public or private property, (3) involves the consumption of alcohol or drugs, or the consumption of other substances to excess, or (4) violates any College policy. An act may be considered hazing regardless of the person's consent to participate.

Harassment, intimidation, or bullying

- This includes acts of intimidation, stalking, confrontation, verbal slurs, insults or taunts, physical force or threat of physical force made with the intention of causing fear, intimidation, ridicule, humiliation, disparagement, disruption to the educational environment, or damage to property. Such acts may be committed in person, by proxy, via telephone or cell phone, via text message, or any electronic means including social networking websites.

2. Actions against Property

Conduct which results in damage to property of another individual or of the College, or conduct which improperly converts another's property to personal use may constitute an "action against property."

Examples of actions against property include:

Theft

- To steal or knowingly possess stolen property or any item reasonably thought to be lost and not abandoned.

Damaging the property of another person or of the College

- Students may be subject to disciplinary action for damage to College property, including their own rooms, in addition to any money damages assessed by the College to repair such damage.

Illegally entering College facilities

- Unauthorized possession, use, or duplication of College keys or cards, passwords, or other means of access.

3. Dangerous or Disorderly Conduct

Conduct dangerous to self or others, or conduct that creates a disturbance or disrupts the ability of the College to carry on its essential functions may constitute "dangerous or disorderly conduct." The College's standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees, on the College's property or as part of any of its activities.

Examples of dangerous or disorderly conduct include:

Illegally possessing, using, or distributing any scheduled drugs

- Possession, distribution, or the use of illegal drugs and narcotics, including amphetamines, marijuana, cocaine, heroin, and LSD, renders a student liable to disciplinary action, including confiscation of materials, disciplinary action up to and including dismissal, and/or referral to local police authorities.

Violating the College's alcohol policy

- Bongaigaon College observes all laws governing the use of alcoholic beverages within the State of Maine and does not condone violation of these laws by any student at any time. Students are held personally responsible for complying with all aspects of Maine laws and Bongaigaon College alcohol policy. The prohibitions of the Bongaigaon College Student Conduct Code include, but are not limited to, the following:
 1. The sale of alcoholic beverages by any person who does not have a license to sell such beverages in full force and effect at the time of the sale;
 2. The sale of alcoholic beverages by any person to a person who has not attained the age of 21 years;
 3. Consumption or purchase of alcoholic beverages by any person who has not attained the age of 21 years;
 4. The furnishing of, procurement of or delivery of alcoholic beverages to a person who has not attained the age of 21 years;
 5. The furnishing of, procurement of, or delivery of alcoholic beverages to a person who is intoxicated;
 6. The presentation of any written or oral evidence of age which is false, fraudulent, or not a person's own for the purpose of ordering, purchasing, or attempting to purchase or otherwise procuring or attempting to procure intoxicating liquor by a person who has not attained the age of 21 years;
 7. Transportation by automobile within the state of Maine of alcoholic beverages by any person who has not attained the age of 21 years;
 8. Possession or consumption of hard alcohol or any beverage containing hard alcohol by any student on the premises of the College, at any College-sponsored event, or while the student is engaged in a College-related activity.

Violators of these policies may be subject to disciplinary action, including confiscation of materials, the revocation of the privilege of using College facilities for such events and/or referral to the Deans of Students or General Grievance Redressal Cell. The College reserves the right to involve law enforcement authorities and/or undertake legal proceedings against a student for the violation of this policy.

The College will also utilize its mental health resources to help students involved with drugs and alcohol.

Possessing a weapon on campus

- Weapons prohibited on campus include but are not limited to firearms, ammunition, knives, BB or pellet guns, bows, arrows and slingshots. These items are forbidden except by permission of Bongaigaon College Security and Campus Safety, which will register and

store them. It is the responsibility of students to check with Bongaigaon College Security if there is a question of whether an item would be prohibited under this policy.

Fire safety violations

- Possessing or producing explosives and setting fires are prohibited. Intentionally setting off a fire alarm, misuse of a fire extinguisher, or any action that might cause a fire in a College building will be considered a serious offense and may be met with disciplinary action, including suspension or dismissal by the General Grievance Redressal Cell. Firecrackers, flares, and explosives are prohibited on campus. Setting off a false fire alarm incurs a fine that increases for repeated incidents.

Disorderly conduct

Conduct which infringes on the freedom and activities of others, or conduct which is disruptive, harassing, or a nuisance may constitute disorderly conduct.

- *Failing to leave a College building after a fire alarm has sounded or other notice of fire has been given, whether or not a drill.*
- *Urination or defecation in any location not designated for that purpose.*
- *Conduct which disrupts normal operations of the College and/or impedes access to College facilities.*

4. Actions against the Institution

Conduct which involves the unauthorized accessing or alteration of documents and records controlled by the College, including class papers and examinations, or improper use of College electronic and physical resources, may constitute an “action against the institution.”

Examples of actions against the institution include:

- *Altering a College ID*
- *Tampering with College documents or records by hand or electronically*
- *Misappropriation of College funds*
- *Claiming falsely to represent the College or a College registered organization*
- *Use of any College resources, including electronic and physical, in support of any for-profit enterprise. This may include access to student, staff, and faculty information, residence halls, and other campus-owned spaces, etc.*
- *Information, network, computer, social media account, and telephone violations*

Violations may include improperly accessing, or changing access to, or improperly changing information on or removing information from another’s computer or telephone. “Violations of authorial integrity including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

Any user who either accesses information to which they have no right or uses an excessive amount of system resources is acting in an unethical manner. Information and Library Services reserves the right to take whatever actions is necessary to prevent a user from violating the rights of other users. Students who violate these standards for use of

information, network, and computers may also be subject to disciplinary action by the Dean or the General Grievance Redressal Cell. The College Computer Use Policy provides a detailed description of the responsibilities of users of the College's computing resources.

- *Misrepresentation to gain access or use of a service or facility*

Violations may include lying in order to gain access to a College building, office, lab, etc..

5. Obstruction of College Procedures

Conduct which interferes with the regular procedures of the College, investigation of alleged offenses, the process by which they are resolved, or their outcomes, or that violates any College policy, including but not limited to the Computer Use Policy, Residence Hall and Dining Service Regulations, and parking regulations, may constitute an "obstruction of College procedures." Application of this section shall not be used to restrict the exercise of free expression of any member of the College community.

Examples of obstruction of College procedures include:

- *Refusing to identify oneself to College employees in the pursuit of their duties or to comply with appropriate instructions (e.g., refusing to provide one's name or to disperse when asked to do so by campus Security).*
- *Refusing to appear before College administrators or Security personnel charged with authority in matters of student conduct.*
- *Refusing to attend or to testify when called as a witness in a Student Conduct Hearing.*
- *Knowingly providing false information to any College official with intent to deceive during any phase of the student conduct process (including the investigatory stage) or conspiring with others to do so.*
- *Harassing witnesses or others involved in the disciplinary process at any time during the student conduct process, including the time during which any penalty is in effect.*
- *Violating the terms of any sanction imposed by appropriate authority (e.g., the Dean of Students Office or the Student Conduct Cell) in a disciplinary matter.*
- *Bribing or attempting to bribe a College official.*
- *Use or possession of a forged, altered, or falsified document including fake IDs.*
- *Assisting a person in violating a College policy or attempting to violate a College policy.*

A. Investigation of Complaints Alleging Misconduct

All reports of misconduct shall be referred to the Office of Grievance Redressal Cell which shall have the authority to investigate such reports and refer students for alleged violations of the Code of Conduct to the appropriate level of the student conduct

The Judicial Officer, deputized by the Grievance Redressal Cell, calls students in for questioning at an initial stage of an investigation. Students are expected to cooperate with the Judicial Officer and must meet with the Judicial Officer when called upon to do so. For the purposes of this policy, a "respondent" is a student who is responding to an allegation that they violated the Code of Student Conduct. Although any person may bring a concern to the attention of the Judicial Officer for further investigation, for the purposes of this policy, a "complainant" is a student, faculty member or staff member who has brought a complaint to

the attention of the Judicial Officer alleging that a student violated the Code of Student Conduct.

1. Any student called upon to provide information in connection with a disciplinary matter may ask a current member of the Bongaigaon College community (i.e., students, faculty, staff) to serve as advisor, provided that this individual is willing and available to serve at the appropriate time (i.e., without significantly delaying the investigation). The Judicial Officer, annually or more frequently as needed, shall issue a general call to the College community, inviting faculty, staff, and students to serve as advisors, and shall maintain a list of those willing to serve in this A student may have an advisor present when s/he meets with the Judicial Officer. At the point where an investigation of major misconduct focuses on an individual student as a probable violator of the Code, that student should be told by the Judicial Officer of their right to have an advisor and be encouraged to use the advisor. The student should at the same time be told that there are faculty members, staff members, or students ready to serve as advisors to respondents who wish to utilize their service. Any time a student meets with the Judicial Officer, and the Judicial Officer is investigating that student for potential referral to the student conduct system, the student should be informed of the nature of the meeting with the Judicial Officer.
2. Students likely to serve as evidentiary witnesses are also to be reminded of their right to have an advisor when they meet with the Judicial Officer pursuant to an In cases involving an allegation of misconduct that falls into the category of “Actions Against Persons,” the complainant is likely to be an evidentiary witness and should be encouraged to seek an advisor. Complainants should be informed that there are faculty members, staff members, or students ready to serve as advisors to complainants who wish to utilize their services. The complainant may be another student or a faculty or staff member. In cases of an Action against Persons, when the complainant declines to be a witness or a formal complainant, the Judicial Officer may nevertheless proceed with a referral for misconduct if sufficient evidence, independent of the complainant’s testimony, exists to support the referral. In such cases there will be no complainant. Examples of sufficient independent evidence may include circumstances in which (a) there is sufficient testimony from an eyewitness other than the complainant or (b) there is authentic electronic or physical evidence or video or audio recordings which identifies the respondent and the complainant and depicts the act or acts of misconduct.
3. The Judicial Officer should provide the respondent (and the complainant in cases alleging Actions against Persons) with another copy of the student conduct procedures.
4. While the Judicial Officer is preparing to refer a particular student in a case that will go to the General Grievance Redressal Cell (GRC), the student and his/her advisor should be encouraged to meet with the Judicial Educator, who explains the disciplinary process (see Part III, 3.). The student bears the responsibility for deciding whether and when to exercise this right to meet with the Judicial Educator.

B. Composition of the Grievance Redressal Cell

The pool of members from which the composition of the General Grievance Redressal Cell shall be drawn for a specific case shall be comprised of at least 16 members of the Bongaigaon College community. The pool shall include a minimum of 4 students, 8 faculty members and 4 staff members. At least one member from each category shall be appointed as a non-voting Co-Chair. Student members are appointed by the Bongaigaon College Student Union Society, following recommendations from the BCGRC. Faculty members are selected

by the College Teachers; Council and appointed by the Principal. Staff members are appointed by the Principal and may not ordinarily include Student Affairs Staff.

The composition of the pool shall, as much as is feasible, reflect the compositional diversity of the Bongaigaon College student body at large. Specific attention should be given to this during the recruitment and selection of new members.

The Judicial Officer shall arrange yearly trainings for all members of the pool. The initial training will provide an understanding of the scope of the Code of Student Conduct, the scope of the authority of the General Grievance Redressal Cell and the Student Conduct Appeals Cell, and information regarding sanctioning precedent for previous cases. No member of the pool shall hear a case prior to receiving this initial training.

The Judicial Officer will also arrange an additional training as early as feasible in the Fall semester. All members of the pool will receive training on the topic of cultural competency and diversity as it relates to their work on the Cells.

C. Procedures for Resolving Alleged Misconduct

Following an investigation, a formal hearing before the General Grievance Redressal Cell is not the only method for resolving disputes between members of the College. The College provides several methods for addressing alleged violations of the Code of Student Conduct. The Judicial Officer has the authority and discretion to refer any given case to the method of resolution the Judicial Officer deems most appropriate in a given situation or to determine that there is not sufficient evidence to support a referral for a violation of the Code of Conduct. This decision is final and may not be appealed. For cases alleging violations of the sexual misconduct policy, all resolutions shall follow the procedures outlined in the Sexual Misconduct and Harassment Policy.

1. Dean's Review

The Judicial Officer shall have authority to render decisions in minor cases of misconduct where outcomes of suspension or expulsion are not being considered.

Penalties in these cases may include, but are not limited to, letters to a student's file, loss of various privileges, referral to counseling, community service, removal of a student from College, other required actions, or being placed on probation.

The Coordinator's Review method of resolution is not a formal hearing. Rather, it provides an opportunity for a student accused of minor misconduct to meet with the Judicial Officer, discuss the allegations of misconduct, and have the Judicial Officer determine whether the student is responsible for the alleged violation and the appropriate penalty. For the Judicial Officer to find a violation of the Code, the Judicial Officer must determine that the alleged violation has been established by a preponderance of the evidence. To establish "by a preponderance of the evidence" means to prove that something is more likely than not. Any student called upon to speak to the Judicial Officer in connection with a disciplinary matter may ask another member of the current Bongaigaon College community to serve as an advisor.

The decision in a minor case of misconduct shall not be recorded on the student's permanent record, but will remain in the student's confidential file until graduation. The Judicial Officer shall send the student a letter identifying the misconduct, stating the Judicial Officer's decision regarding penalties, and notifying the student of the right to appeal to the Vice President for Student Affairs and Dean of Students.

If the Judicial Officer makes a decision in a minor case of misconduct that the student accused of misconduct feels is unjustified, that student may appeal the decision to the Vice President for Student Affairs and Dean of Students. The student appealing the decision must submit the appeal in writing to the Vice President for Student Affairs and Dean of Students within two class days from the time at which the original decision was communicated to them by the Judicial Officer. Students may appeal the decision of the Judicial Officer only on the following grounds:

1. the Judicial Officer violated the fair application of the procedures of the disciplinary process as outlined in the Code and such violation may have had a prejudicial effect upon the outcome of the Dean's Review;
2. new evidence was discovered after the Dean's Review and could not readily have been discovered beforehand and such evidence might have had an effect upon the outcome of the hearing; or
3. the penalty imposed upon the respondent is grossly inappropriate.

The Vice President for Student Affairs and Dean of Students may affirm, reverse, or otherwise modify the original decision of the Judicial Officer.

2. Student Judicial Board

The student members of the General Grievance Redressal Cell shall have authority to render decisions in minor cases of misconduct in a manner similar to the Dean's Review process. The Student Judicial Board ("Board") will hear cases of minor social misconduct that have impacted the residential or larger campus community in some fashion and only where penalties of suspension and expulsion are not being considered. Academic integrity cases shall not be heard by the Student Judicial Board.

Penalties in these cases may include, but are not limited to, letters to a student's file, loss of various privileges, referral to counseling, community service, removal of a student from College housing or dining, other required actions, and/or being placed on probation.

One student co-chair of the General Grievance Redressal Cell will convene the Board and will lead the meeting. A quorum of at least three voting members plus one co-chair is required for the Board to be properly constituted. Other student co-chairs may serve as voting members in a case where both are present. Decisions of the Board are made by a majority vote of the voting members present. The co-chair will only vote in the case of a tie between the voting members.

The Student Judicial Board method of resolution is not a formal hearing. Rather, it provides an opportunity for a student accused of minor misconduct to meet with the Board, discuss the allegations of misconduct, and have the Board determine whether the student is responsible for the alleged violation and the appropriate penalty. The Judicial Officer will provide the Board with copies of the investigation file prior to the hearing for review. For the Board to

find a violation of the Code, the Board must determine that the alleged violation has been established by a preponderance of the evidence. To establish “by a preponderance of the evidence” means to prove that something is more likely than not. Respondents and complainants may request that witnesses attend the Board meeting. The Board co-chair is responsible for the calling of witnesses and has discretion over which, if any, witnesses are called. If witnesses attend the meeting, members of the Board may ask questions and the respondent and complainant may ask questions through the co-chair. In cases alleging Actions Against Persons, a complainant shall have the right, but shall not be required, to attend the meeting and to ask questions of the respondent and any witnesses through the co-chair. Any student called upon to speak to the Board in connection with a disciplinary matter may ask another member of the current Bongaigaon Collegecommunity to serve as an advisor (see Part III, A.1., below). All hearings of the Student Judicial Board shall be recorded. A copy of the recording shall be maintained by the Judicial Officer.

4. General Grievance Redressal Cell

Cases of misconduct that are not resolved by Conflict Resolution and are more serious than can be resolved by a Coordinator’s Review or through the Student Union are heard by the General Grievance Redressal Cell (GRC). All major cases of misconduct where there is sufficient evidence to support a charge as described in the investigation process above shall be referred by the Judicial Officer to the General Grievance Redressal Cell. A major case of misconduct is any case wherein, in the judgment of the Judicial Officer, appropriate disciplinary action if taken might involve suspension or dismissal. The GRC may make use of any of the penalties.

The GRC is charged with the authority to hold hearings, to determine whether or not a violation of College policy has occurred, and to issue appropriate penalties.

Students whose misconduct is addressed through an GRC hearing have an opportunity to offer their account of the events in question and can provide the Cell with relevant information which might explain the conduct. The Cell may also hear from several types of additional witnesses, described below in b.5. Students charged with misconduct have an opportunity to respond to information provided by others at the hearing.

The GRC deliberates in closed session to determine whether a violation of College policy has occurred. The Cell also decides what penalties are to be imposed.

Disciplinary Actions

The normal actions taken on student misconduct are as follows:

1. *Censure.* Penalties involving censure are available to the Judicial Officer by the General Grievance Redressal Cell. The term “censure” applies to a variety of actions resulting in letters to a student’s file and/or loss of privileges and may include any one or any combination of the following actions:
 - a. Loss of the privilege of participating in any public function (e.g., literary, dramatic, forensic, radio, television, musical, or athletic) wherein the participant will be thought of as a representative of Bongaigaon College;

- b. Loss of housing or dining privileges on campus;
 - c. Loss of privilege of participating in social or ceremonial events on campus;
 - d. Loss of the privilege of maintaining a motor vehicle on campus;
 - e. A requirement that a student resign membership in any or all offices, elected or appointed, held in campus organizations;
 - f. A letter from either the Judicial Officer or the Co-Chairs of the General Grievance Redressal Cell with a copy to the parents or guardians;
 - g. Any other restriction (except probation, suspension, or dismissal) that seems appropriate to the offense.
2. *Required Action.* Penalties that require a particular action of a student are available to the Judicial Officer of the General Grievance Redressal Cell. This may include requests to attend various forms of counseling or educational sessions. A student may be told by the Cell, or the Judicial Officer to engage in some form of community service (this service may take place either on or off the Bongaigaon College campus, or both). The Cell or Judicial Officer may either specify the terms of such counseling, education or service, or may designate another individual or body to determine appropriate terms.
 3. *Disciplinary Probation.* The term “disciplinary probation” means that a penalty of suspension or dismissal is held in abeyance and will take effect only after the Cell finds that the student has committed a further offense. If a student already on disciplinary probation comes before the Cell for a second case of misconduct and is found to have violated the Code of Student Conduct again, the first penalty held in abeyance now goes into effect. The Cell also may take additional action on the second offense. Disciplinary probation is not recorded on the student’s permanent record, but will remain in the student’s confidential file until graduation.
 4. *Suspension.* The Cell may suspend a student for a specified period of time, or indefinitely. The Cell also may impose conditions to a student’s readmission to the College. A student who is suspended must leave the campus and may not return until the suspension is revoked. Unless otherwise specified, the suspension goes into effect immediately (within two class days) and the student is dropped from all courses. In some cases, the Cell may decide to defer the suspension until the end of the semester. Any student who is suspended must return their College I.D. to the Office of Student Support and Community Standards. Suspension will be noted on the student’s official transcript, but only during the time that it is in effect.
 5. *Dismissal.* The Cell may dismiss (i.e., expel) a student. This severs with finality a student’s connection with the College. Dismissal will be noted on the student’s permanent record and on the student’s official transcript.

In determining appropriate penalties, the General Grievance Redressal Cell may well decide that some combination of these penalties should be imposed. The Cell’s penalty decisions should specify any special conditions. Unless otherwise provided for by the Cell, all penalties go into effect two class days after the hearing.

Summary of Student Rights and Responsibilities

1. Respondent's Rights and Responsibilities Respondents have opportunities to make decisions affecting their own welfare throughout the process by which an allegation of misconduct is This is fundamental to the principles of fairness upon which the Code and its procedures are constructed. Respondents accused of either academic or social misconduct always have the right to be heard and to present their side of the story. Specifically, respondents have the following rights and responsibilities:

1. The right to notification of the charges with sufficient specificity to allow for preparation to defend against those charges.
2. The right to be accorded the procedures outlined in the Code of Student Conduct, including a pre-hearing conference at which the student may challenge, on the basis of actual bias, the presence of any member of the GRC at the hearing; to meet with a Judicial Educator and to have an advisor, if the respondent so chooses; and the right to propose evidentiary witnesses, one character witness, and one expert witness.
3. The right to adjudication of charges at a hearing.
4. The right to attend the hearing, to make a statement to the General Grievance Redressal Cell, and to question witnesses through the Co-Chairs.
5. The right to respond to all statements, testimony, or other evidence offered at the (however, the respondent may not make statements while witnesses are testifying and being questioned). The right to be free from harassment and retaliation from the complainant or other witnesses (or parties acting on their behalf) at any time during or after the investigation and hearing.
6. The right to appeal a decision of the General Grievance Redressal Cell to the Appeals Cell.
7. The responsibility to refrain from contact (direct or indirect) with the complainant or other witnesses, certain members of the Bongaigaon College community or members of the community at large involved in the pending case, or with members of the General Grievance Redressal Cell, when so directed by the Judicial Officer, the General Grievance Redressal Cell, or its Co-Chairs.
8. The responsibility to make a good-faith effort at conflict resolution options when this option is chosen by all parties as an alternative method of resolution.
9. The responsibility to abide by the instructions of the Co-Chairs of the General Grievance Redressal Cell, including instructions regarding witness (The Co-Chairs of the GRC always have the authority to remove from the hearing any individual whose conduct unduly interferes with the proceedings).
10. The responsibility to testify truthfully at the hearing.
11. The responsibility to abide by the terms of a conflict resolution agreement or by any penalties determined by the General Grievance Redressal Cell, a Dean's Review, or the Student Judicial Board.

Note: The Cell Co-Chairs always have the right to remove from the hearing any individual, including an attorney, whose conduct unduly interferes with the proceedings. In the event that the respondent plans to have an attorney attend the General Grievance Redressal Cell hearing, the respondent must inform the Co-Chairs in a timely manner so that the College can determine whether it wants its own attorney present.