

## CORE VALUES

### **Equity and Student Development—**

The Student Conduct process is meant to be educational, grounded on values of student development and equity. As appropriate, it provides students a process to restore dignity and respect for themselves and their academic community.

**Respect—**Our community standards are based on respect for oneself and others, as well as respect for diversity, our campus community, and the greater community.

### **Educational Opportunities—**

Our conduct process is at its core, a learning experience. We aim to provide students with opportunities to learn from their actions and decisions through thoughtful conversations and intentional sanctions. In addition, we strive to provide learning opportunities for the entire campus community through proactive programming.

**Accountability—**Our goal for students is that they individually hold themselves accountable for their actions, both positive and negative, and that they inspire others to abide by Highlines community standards.

**Civility—**Our approach is rooted in care, concern, compassion, and patience. Recognizing that we are all individuals with diverse experiences, we engage in dialogue and encourage students to reflect on how their actions impact others.

**Honesty & Integrity—**Our belief is that communicating truthfully and taking ownership of our actions exhibits moral courage. We do not believe that a student's college experience is defined by involvement in a difficult incident, rather, it is shaped by how they choose to respond.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Schools must have written permission from a student in order to release any information from a student's educational record. While exceptions apply, in most instances educational records will only be shared with those who are deemed to have an educational need to know in the incident.

## STUDENT RESPONSIBILITIES

The college is responsible for providing an educational environment rich in the high quality resources needed by students to attain their individual educational goals. In return, students are responsible for making themselves aware of the full breadth of the resources available, for the timely choosing and appropriate use of those resources, and for the specific activities necessary for attaining the desired goals and outcomes. Student responsibilities include but are not limited to:

1. Actively participating in the learning process by adhering to the college's policies, practices, and procedures;
2. Attending all class sessions;
3. Utilizing campus resources;
4. Participating actively in the advising process;
5. Seeking timely assistance in meeting educational goals;
6. Assuming responsibility for the selection of courses to achieve those goals.



# Office of Community Standards and Student Conduct



## GOALS

- Protect the learning environment at Highline College.
- Facilitate students in learning responsible conduct
- Fairly resolve Student Conduct Code violations
- Promote a holistic approach to student development, education and intellectual growth
- Develop educational activities and tools for the entire campus community related to the Student Conduct Process and be proactive.

## OTHER IMPORTANT NUMBERS

**Public Safety:** 206-592-3218

**Counseling Services:** 206-592-3353

**Student Services:** 206-592-3077

**Academic Affairs:** 206-592-3711

**Human Resources/Title IX:** 206-592-3665

**Student Assessment/Information Team (SAIT):** [studentservices.highline.edu/student-conduct/sait/](http://studentservices.highline.edu/student-conduct/sait/)

## HOW TO MAKE A REPORT

Reporting parties may use the incident reporting form: [cm.maxient.com/reportingform.php?HighlineCollege](http://cm.maxient.com/reportingform.php?HighlineCollege).

Please be as detailed as possible in the narrative. Note: Issues involving threats or fear of safety should first be directed to Campus Safety for immediate action.

## QUESTIONS

Contact our Student Conduct Manager at [conduct@highline.edu](mailto:conduct@highline.edu)

## THE STUDENT CONDUCT PROCESS

1. **Report is submitted:** alleged violation of Student Conduct Code.\* **[cm.maxient.com/reportingform.php?HighlineCollege](http://cm.maxient.com/reportingform.php?HighlineCollege)** of alleged Student Conduct violation.
2. **Preliminary investigation:** Information gathering from complainant, witnesses and reporting parties. Letter and email notification of disciplinary meeting is sent to student (Code violations).
3. **Initial Disciplinary Meeting:** student attends a hearing with the Student Conduct Officer. Allegations are presented and student is given the opportunity to respond and explain.
4. **Action based on findings:** within ten business days, student is notified of the outcome of the initial disciplinary meeting.

\*This process may be modified or expanded to include summary suspension or other actions based on the severity of Code violations. For a full description of the Student Conduct Process, please review the Highline College Student Conduct Code.

### Possible actions include:

- Exoneration
- Disciplinary Warning (verbal)
- Written Reprimand
- Disciplinary Probation
- Disciplinary Suspension (specific time period)
- Disciplinary Dismissal (permanent removal)
- In some cases, the Student Conduct Officer may refer a student to the Student Conduct Committee for disciplinary action.

## MISSION STATEMENT

The Student Conduct Staff in the Office of Community Standards at Highline College educates and develops students through a process of accountability that promotes integrity, responsibility, and growth, as they engage students in critical reflection of their choices. The student conduct staff is committed to the protection of the learning environment at Highline College, the health and safety of the community, and the rights of individual students throughout this process.

