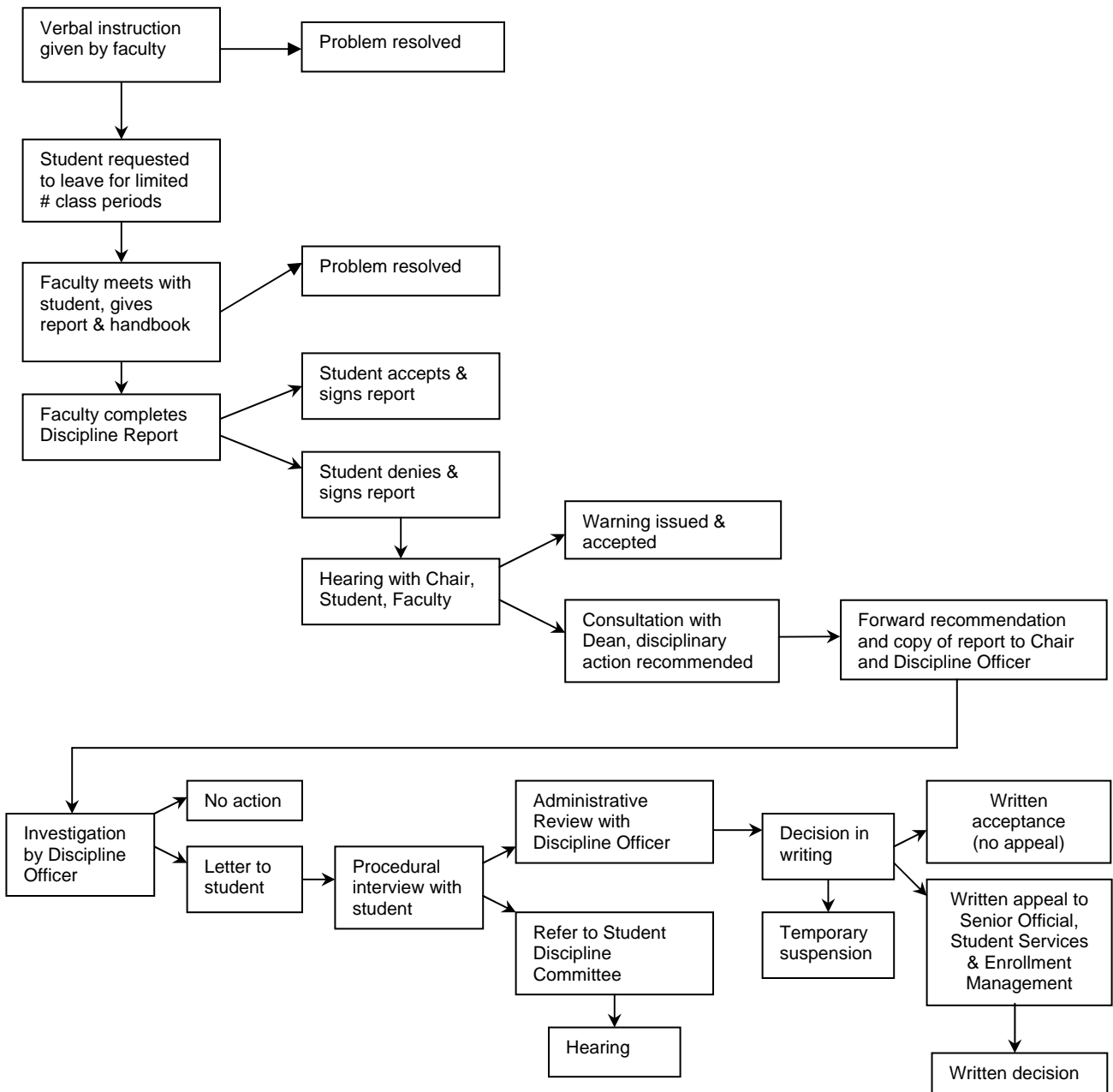


# Discipline Procedures at a Glance



## Student Rights and Responsibilities

Information for Faculty and Students  
(based on PS 04.A.01)



Office of Student Services and Enrollment Management  
713/221-8100

The purpose of this brochure is to bring awareness to the campus community about student rights and responsibilities by highlighting general disciplinary procedures and should in no way be substituted for the actual policy statement PS.04.A.01, found in a University Policy Manual or in the *UHD Student Handbook*.

A disciplinary violation is one in which a student violates a published university policy. In order to protect the rights of everyone involved in pursuing a resolution to a violation, certain procedures must be followed. Below is a general outline for following university policy and the law when an incident occurs. ***If you are involved in a disciplinary violation, you should read PS 04.A.01 in its entirety.*** You may also consult with the Office of Student Services and Enrollment Management for advice in following the policy.

#### **Discipline at the University Level**

- The Discipline Officer is the principal administrator for student discipline at UH-Downtown. In academic situations, the Discipline Officer becomes involved after resolution has been pursued through the appropriate academic channels.

#### **Discipline at the Academic Level**

- Faculty members, department chairs and academic deans are responsible for maintaining discipline in the classroom, laboratories, faculty offices and immediate vicinities. That responsibility extends, also, to academic events held off-campus.

#### **Academic Discipline Procedures**

##### ***When an Incident Occurs***

- The faculty member should first offer verbal guidance to the student.
- If verbal instruction is impractical, the student may be asked to leave the classroom for a limited number of class periods.

- The student should be asked to meet with the faculty member at the appropriate academic department office at a specified time.

##### ***Faculty/Student Meeting***

- If the conflict is not resolved, and the faculty member wishes to issue a warning or pursue other sanctions against the student, he or she should complete a *Student Disciplinary Report Form\** concerning the incident.
- The student may indicate on the form that he either accepts the warning of the faculty member or requests a hearing—in either case, the student should sign the form and return it to the faculty member.
- The student should be given a copy of the *UHD Student Handbook* and the *Student Disciplinary Report Form*.

##### ***Department Chair, Instructor and Student Hearing***

- If a hearing is requested, the appropriate department chair will convene the student and faculty member in an attempt to resolve the problem.
- If a resolution is not reached and/or further action is warranted, the chair will consult with the academic dean and forward their recommendation to the Discipline Officer on a *Referral Notice of Complaint Form\** with a copy of the *Student Disciplinary Report Form*.

##### ***Referral to Discipline Officer***

- The Discipline Officer will meet with the faculty member and determine whether disciplinary action may be warranted, if so, the student will be notified in writing and a procedural interview scheduled.
- After this interview, the student must choose, in writing, either an Administrative Review with the Discipline Officer or a formal hearing before the Student Discipline Committee.

##### ***Administrative Review***

- If an Administrative Review is chosen, the student must appear before the Discipline Officer in a formal interview.
- If the Discipline Officer determines that a published university policy has been violated, disciplinary measures will be sanctioned and the student will be notified in writing.
- The Officer will discuss the decision with the student. If the decision is accepted, the student will so indicate in writing and waive the right to appeal.

##### ***Hearing***

- The Student Discipline Committee, appointed by the President, will convene to hear evidence presented by the Discipline Officer and the student.
- After deliberating, the committee informs the student and complainant of its decision and any disciplinary action to be recommended to the Discipline Officer.

##### ***Appeal and Review***

- The Discipline Officer's decision (except a warning) may be appealed to the Senior Officer of Student Services and Enrollment Management whose decision is final.
- The student will be notified of a decision in writing within 10 working days of receipt of the appeal.

Rev. 8/3/2010