



Office of Judicial Affairs
Loew Hall [LO], Room 418
T: 718-289-5100, Ext. 3146
F: 718-289-6347

Bronx Community College
of the City University of New York
2155 University Avenue
Bronx, New York, 10453

STUDENT CONDUCT FREQUENTLY ASKED QUESTIONS

1. How are disciplinary incidents identified?

Information is sent to the Office of Judicial Affairs by a variety of complaint avenues and sources. Within BCC's campus, this commonly includes Public Safety reports, faculty reports, Starfish early alerts from faculty and academic advisors, and referrals from the Behavioral Intervention Team of reports made by members of the college community. Outside of BCC, information can also be referred from other colleges or universities or by law enforcement professionals.

Once a report is received, staff members in the Office review the information presented to determine whether a policy violation may have taken place. If so, the student conduct process is initiated.

2. Who is involved in the student conduct process?

Staff members in the Office of Judicial Affairs are responsible for conducting a fact-finding investigation of incidents, facilitating mediations, and coordinating hearings with the Faculty Student Disciplinary Committee (FSDC). A student accused of violating a college policy will meet with a staff person to discuss what took place and how the student conduct review process will proceed.

In addition, parties directly or indirectly involved with the matter, may be contacted during the investigation process, as needed.

3. What rights do students have in the student conduct process?

Article XV of the CUNY Board of Trustees Bylaws outlines the specific rights and responsibilities of students in the student conduct process. These include:

- the right to receive formal notification of the charges against you
- the right to have an investigation and mediation or hearing take place within a reasonable amount of time
- the right to present your side of the story
- the right to present witnesses and evidence on your behalf
- the right to remain silent without assumption of guilt
- the right to be represented by legal counsel or an advisor at the student's expense

4. What will happen to me if I am found responsible?

A decision will be made either through mediation or a formal hearing that the accused student is responsible or not responsible for the charges presented. If a student is found responsible, a specific sanction will also be outlined. The range of sanctions that are possible in the student conduct process are outlined in the BCC Code of Conduct and/or Henderson Rules, outlined in Article XV of the CUNY Board of Trustees Bylaws. These include:

- A. **Admonition:** An oral statement to the offender that he or she has violated university rules.
- B. **Warning:** Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- C. **Censure:** A written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.
- D. **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.
- E. **Restitution:** The reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- F. **Suspension:** Exclusion from classes and other privileges or activities as set forth in the note of suspension for a definite period of time.
- G. **Expulsion:** The termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion. Complaint to Civil Authorities.
- H. **Complaint to Civil Authorities.**
- I. **Ejection:** A true copy of resolution adopted by the Board of Trustees of the City University of New York on June 23, 1969, as amended on October 27, 1980, May 22, 1989, and June 25, 1990.

In addition, an educational sanction may be imposed on the student providing an opportunity to reflect on the incident and the student conduct process.

5. Will this go on my “record”?

Students who are found responsible for violating a policy or policies are provided with documentation of their charges and sanctions. Copies of these documents are maintained within the Office of Judicial Affairs and may be released to outside parties when requested. For example, some employers or graduate schools ask BCC to disclose whether a student has a disciplinary record at the college. However, these documents are protected under The Family Educational Rights and Privacy Act (FERPA) and are only released according to the guidelines set forth in that law.

Some disciplinary sanctions are also recorded on a student’s academic transcript. The details of this will be specifically outlined to you on the documentation provided during the student conduct process.

6. Are NYPD or other outside agencies involved in the process?

In some cases, information provided by the NYPD or other outside law enforcement professionals may be used in the student conduct process. In addition, the nature of some cases may result in the college referring a matter as a formal complaint to civil authorities. From time to time, BCC officials may assist with an investigation of an external matter involving BCC students and provide such information within our legal obligation and guidelines.

Should you have further questions, please contact the Office of Judicial Affairs in Loew Hall, room 418, or at 718-289-5100, ext. 3146, or Ana Molenaar at 718-289-5630.