

SUPERVISOR OF STUDENT EMPLOYMENT HANDBOOK



MORaine VALLEY COMMUNITY COLLEGE
JOB RESOURCE CENTER
BUILDING S, ROOM S 202
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INTRODUCTION

Student Employee Definition

*A student employee (budgeted/work-study) is a student enrolled at Moraine Valley Community and employed by Moraine Valley Community College, whose primary association with Moraine Valley Community College is for the purpose of obtaining an education. Student employees must be enrolled at least half-time, which is 6 credit hours for budgeted and work-study student employees during the Fall/Spring semesters and during the summer semester is 3 credit hours for budgeted and 6 credit hours for work-study student employees. This hourly employment is therefore temporary and secondary to the pursuit of an education. Because a student employee's primary purpose is first as a student, student employment is limited to 20 hours per week during the standard academic year (fall/spring). During official Moraine Valley Community College breaks and the summer, a **budgeted** student employee may work up to 40 hours per week.*

Student employment is an integral part of the efficient operation of campus programs and offices; it also provides career development opportunities for student workers. Student employment enhances a student's educational experience by developing self-awareness and self-esteem, providing information about personal strengths and weaknesses, and offering opportunities to experience significant work relationships with a variety of people. In addition, student employment provides students with funds essential to pursuing their education at Moraine Valley Community College.

Student employees depend on guidance and assistance from supervisors to make their work experience worthwhile and productive. The *Supervisor of Student Employment Handbook* provides information to assist student employee supervisors in fulfilling their responsibilities. This manual includes the student employee hiring, monitoring and termination practices and procedures. In addition to this manual, Job Resource Center staff advises and responds to student employee supervisors and student employees with their questions/concerns.

BUDGETED STUDENT EMPLOYMENT

Budgeted student employees are paid out of the budget for the department in which they work and can work no more than 20 hours a week during the fall and spring semester. A budgeted student employee may work up to 40 hours a week during holiday breaks, Spring break and over the summer. The current student employee wage rate is \$8.25 an hour. It is desirable, but not necessary, for budgeted employees work assignments to be related to his/her career and/or educational goals. The Job Resource Center, Human Resources, and Payroll administer budgeted student employment.

WORK-STUDY STUDENT EMPLOYMENT

Work-study is a federally funded program designed to offer employment opportunities for students who are in need of earnings from such employment in order to pursue a course of study at an institution of higher learning. Moraine Valley is eligible for Title III funds – 100 percent of the salary paid to work-study student employees is funded by the federal government. These salaries are not deducted from department budgets. *Request for Student Employee* forms are online at the Student Employment website, www.morainevalley.edu/jrc.

Work-study students can work no more than 20 hours a week, while classes are in session and earn the current wage paid to all student employees on campus. The current student employee wage rate is \$8.25 an hour. Work-study student employees must be enrolled in at least 6 credit hours for the fall, spring and summer semesters. It is the responsibility of the department's supervisor to monitor the work-study student employee's start date and end date. If student starts before their class begins or continues after their end date, the student will have to be paid out of the department's budget.

Positions available to work-study students are similar to those positions held by students in budgeted positions on the college campus. Work-study students are also eligible to apply for a position as a reading tutor in a local elementary school under the America Reads program.

The Financial Aid Office and Job Resource Center administer this program, which includes arranging campus jobs to be performed, monitoring payroll, and coordinating with work-study student employee supervisors.

STUDENT ELIGIBILITY: BUDGETED POSITIONS

1. A student enrolled in a Moraine Valley Community College credit degree/certificate program or a structured program of remedial/developmental education on at least a half-time basis, is eligible for student employment. Half-time is defined as six (6) credit hours during the fall and spring semesters and three (3) credit hours during the summer semester.
2. To maintain eligibility, a student must be in good academic standing. Good academic standing is defined as having a cumulative GPA of 2.0 or higher. The Job Resource Center staff monitors student employee credit hours and will notify a student employee and his/her superior when the student employee is identified as not complying with this criterion. If a student employee supervisor becomes aware of non-compliance, he/she should notify the Director of Job Resource Center.
3. An individual's eligibility shall not extend beyond 60 consecutive months (five years) from the first day of student employment.

STUDENT ELIGIBILITY: WORK-STUDY POSITIONS

1. Must be a U.S. citizen or permanent resident.
2. Individuals must be enrolled and accepted in an institution of higher learning.
3. Individuals must be enrolled at Moraine Valley as a half-time student with 6 credit hours.
4. To be eligible for a summer work-study award, students must be enrolled in both the summer semester and either the semester preceding or following the summer semester.
5. Student eligibility for work-study positions is based on monetary need and is determined by the Financial Aid Office.
6. Work-study student employees must maintain academic standards per college policy.
7. Work-study positions held by eligible students are created according to federal guidelines. Positions held by work-study students must not replace positions budgeted by the institution.
8. When a work-study recipient earns the dollar amount listed on the work-study award, the student may no longer work under that position. Students employed under the work-study program during any part of an academic year may also be employed under budgeted student positions during the same year, but may not work more than the maximum weekly hours stated in #9.
9. The work-study student's weekly work schedule is determined by the number of hours allowed, based on the grant dollar amount and the judgment of the area supervisor. The student may work a maximum of 20 hours/week when classes are in session and are not allowed to work when classes are not in session.

Work-study student employees can only work during the duration of the length of their course(s).

For example:

Fall 2011

Start Date: August 22, 2011

End Date: December 17, 2011

Spring 2012

Start Date: January 17, 2012

End Date: May 18, 2012

Summer 2012

Three-week session

Start Date: May 21, 2012

End Date: June 10, 2012

First Four-week session

Start Date: June 11, 2012

End Date: July 8, 2012

Eight-week session

Start Date: June 11, 2012

End Date: July 8, 2012

Second four-week session

Start Date: July 9, 2012

End Date: August 3, 2012

If you would like your work-study student employee to work additional hours before their class starts or after their class ends, then you must contact the Job Resource Center to switch them to a budgeted student employee.

INTERNATIONAL STUDENTS

1. International students with F-1 visa status* and a U.S. Social Security (SS) card can only work on campus which he/she is authorized to attend as long as the student is in good academic standing and is enrolled in a full course of study.
2. If an international student is hired and does not have a Social Security card, the Job Resource Center will forward the hiring department a form letter to be signed and printed on MVCC letterhead. The Job Resource Center will also notify the International Student Affairs office that an international student has been hired. The student will pick up both letters from the hiring department and International Student Affairs and bring their letters and F-1 Visa to the Social Security office located at 108th Street and Roberts Road, Palos, Hills and apply for a Social Security card.
3. Only after the Job Resource Center receives all completed paperwork can the student begin working.

***F-1 Visa Status:** Issued to an international student to pursue an academic program of study in the United States; full-time student status is required.

PROCEDURES FOR HIRING STUDENT EMPLOYEES

1. To generate a student employment posting, complete the *Request for Student Employee* form located on the MVCC Intranet under the Job Resource Center campus forms section or on JRC's website, www.morainevalley.edu/jrc under Student Employment. Three forms are available: Request for Clerical Student Employee, Lab Student Employee and Tutor. The request form must be completely filled out, and signed by all designated persons. Please remember to fill out the confidentiality section of the *Request for Student Employee* form.
2. After the completed form is returned to the Job Resource Center, the job will be posted on College Central Network, www.collegecentral.com/morainevalley. All departments with student employees working for the academic year (fall to fall) must complete this form. One request form is sufficient for the entire academic year per position (i.e. clerical, tutor, or lab).
3. Once the position is posted, students' applications will be sent directly to the hiring supervisor via email.

NOTE: The subject of the email will read: *Resume of (student's name)*. Please check your junk email if you are not receiving applications.

4. The requester/supervisor is responsible for scheduling interviews for student employee applicants selected from the applications sent by the JRC. Upon scheduling the interview, verify with the student that they meet the criteria of being enrolled half-time at MVCC. In the case of a work-study position, ask the student to bring their "Work-Study Placement Award" to the interview to verify their work-study award.
5. Once a hiring decision is made, go to the JRC Intranet site or JRC website, www.morainevalley.edu/jrc, under Student Employment and complete the *Hiring Recommendation for Student Employee* form and return it to the Job Resource Center with the hired student's application. Also give the student employee the *Newly Hired Student Employee* form, which directs them to come to the Job Resource Center and informs them what to bring. Here, students will complete hiring paperwork, as well as sign up for a Student Employee Orientation.
6. If an international student is hired and does not have a Social Security card, the Job Resource Center will forward the hiring department a form letter to be signed and printed on MVCC letterhead. The Job Resource Center will also notify the International Student Affairs office that an international student has been hired. The student will pick up both letters from the hiring department and International Student Affairs and bring their letters and F-1 Visa to the Social Security office located at 108th Street and Roberts Road, Palos, Hills and apply for a Social Security card.
7. Once the supervisor notifies the Job Resource Center that the position is filled and no others are needed, the posting will be removed from College Central Network. When additional and/or replacement students are needed, the requester/supervisor should contact the Job Resource Center. The position will then be re-posted on College Central Network.
8. The JRC will forward the *Hiring Recommendation for Student Employment* form, tax and I-9 forms as well as other paperwork to Human Resources. All tax forms and an I-9 form must be on file in Human Resources before a student employee will be paid.
9. Once the tax and I-9 forms, as well as other hiring paperwork are received by Human Resources, the student employee shall be placed on payroll. The above steps are part of the official employment procedure and no student should be allowed to work as a student employee of the college until all steps have been completed. **No Moraine Valley Community College student will be employed in a student employee position without authorization from the Job Resource Center.**
10. **All positions must be advertised and posted through the Job Resource Center.**
11. Only after the Job Resource Center receives all completed paperwork can the student begin working.

If the department requires a background check to be completed for employment, please have the student employee contact Human Resources to fill out the necessary paperwork. Only after the background check results have been provided to the supervisor can the student employee begin work. Furthermore, the Job Resource Center should be informed of the background check and copy of the results provided.

PROCEDURES FOR TERMINATING STUDENT EMPLOYEES

1. Complete the *Termination of Student Employment* form on Job Resource Center's website, www.morainevalley.edu/jrc under Student Employment or on the Moraine Valley Community College Intranet under the Job Resource Center campus forms section. The form must be completely filled out and signed by all designated persons.
2. Please return the completed form to the Job Resource Center, S202, via interoffice mail.
3. Once the *Termination of Student Employment* form is received, the Job Resource Center will send the *Termination of Student Employment* form to the Human Resources Department. The Human Resource Department will remove the student from the department budget code.

A student employee who is terminated for non-compliance is not to be considered for re-employment without approval from the requester, administrative head and the Job Resource Center Director.

A student employee who voluntarily resigns should give at least 2 weeks' notice, if possible, and submit a written letter of resignation to his/her supervisor. A copy of this letter should be sent to the Job Resource Center. The Job Resource Center will then notify Human Resources to remove the student from payroll. The supervisor should notify the Job Resource Center when a student resigns or is terminated from their position.

Disciplinary Guidelines:

A student employee not working as scheduled, not performing tasks assigned, not performing tasks satisfactorily or violating the Code of Student Conduct is subject to dismissal. The Job Resource Center should be notified of the reason for termination of employment, who in turn will notify Human Resources to remove the student from payroll. Termination forms can be found on www.morainevalley.edu/jrc, under the Student Employment Supervisor section. Supervisors needing information or assistance with dismissal of a student employee should contact the Job Resource Center Director.

If you have a problem with poor employment conduct with a student employee, here are some recommendations:

1. Have a meeting to discuss issues
2. Set up a plan to improve the situation
3. Establish a follow up meeting
4. Monitor student employee's progress
5. Spell out consequence (if conduct does not improve)
6. Follow up
7. Document everything

SUPERVISOR'S RESPONSIBILITIES: STUDENT EMPLOYEES (Budgeted & Work-Study)

1. Ensure that upon employment all student employees attend one of the mandatory student employee orientation sessions offered regularly by the Job Resource Center. Students should contact the Job Resource Center for the current schedule of orientation sessions.

2. Thoroughly explain the tasks involved in the position. Make sure all tasks are directly related to college functions. Provide all training necessary to successfully complete assigned tasks.
3. Explain to student employees that their behavior and dress are to appropriately reflect a positive image of Moraine Valley Community College.
4. Thoroughly explain area rules. It is suggested that supervisors review the *Responsibilities of Student Employees* section (found on the next page) with all student employees.
5. Follow up on assignments and correct errors.
6. Monitor the number of hours worked each payroll period.
 - A Work-study student employee cannot go over his/her weekly grant allocation unless funds are available and it is pre-arranged by the student and supervisor. The maximum work-study award is 20 hours/week.
 - A budgeted student employee's scheduled hours are controlled first by fund availability and second by the maximum of 20 hours/week during the fall and spring semesters and 40 hours/week during semester breaks and the summer semester.
7. Student breaks and lunch hour policy:
 - Student employees who work a shift of four consecutive hours are permitted one, 15-minute, paid rest period during that shift. Rest periods are not to be taken at the beginning or end of a shift and are not cumulative.
 - Student employees who work an 8-hour day are entitled to a half-hour unpaid lunch break. In order to earn their full 8-hours pay, they will leave work 8.5 hours after they arrived.
8. Monitor time sheets, being certain all hours are recorded properly. Maintaining a copy for office records is recommended.
9. Evaluate the student employee's work performance each semester using forms provided by the Job Resource Center.
10. If a supervisor becomes aware of a student employee dropping below the minimum number of credit hours required to maintain student employment eligibility, he/she should inform the Job Resource Center.
11. Schedule work times so as not to interfere with academic studies.
12. Counsel student employees with regard to performance and/or attendance problems.
13. Meet regularly with student employees to maintain shared vision.

STUDENT EMPLOYEES' RESPONSIBILITY (Budgeted & Work-Study)

1. All student employees must participate in a student employee orientation session offered by the Job Resource Center, within 3 weeks of employment.
2. Student employees should show up for work, on time, when scheduled, and perform duties as directed by supervisor.
3. Student employees should notify their supervisor ahead of time if they are not able to work or will be late for work.

4. Student employees should be well-groomed and dressed in a manner appropriate for their work environment. Shirts must cover the midriff and upper chest area. Pants and skirts must not reveal undergarments. Spaghetti strap tank-tops, beach attire, along with shirts with logos that promote profanity or extreme violence, alcohol, illegal drugs or tobacco are not appropriate. Jeans should not be torn. (The wearing of jeans is left to the discretion of the department.) Uniforms and appropriate footwear are at the discretion of the supervisor and/or the department. Please keep safety in mind.
-All student employees must wear their student employment IDs during all work shifts.
5. Student employees should perform tasks as assigned. Conscientious work behavior includes no personal telephone calls, no homework unless permitted by supervisor and no visiting with friends. Cell phones must be turned off during work hours. No surfing the Internet unless otherwise directed by supervisor.
6. Student employees should ask questions if they are unsure about work assignments. They can also ask for more responsibility if they are confident they can handle it.
7. Student employees must complete time sheets for each payroll period, with signatures, per their supervisor's instructions.
8. Student employees will participate in performance evaluations conducted by supervisors each semester.
9. A student employee who voluntarily resigns should give at least 2 weeks' notice, if possible, and submit a written letter of resignation to his/her supervisor. A copy of this letter should be sent to the Job Resource Center. The Job Resource Center will then notify Human Resources to remove the student from payroll. The supervisor should notify the Job Resource Center when a student resigns or is terminated from their position.

If you or your student employees have any questions, please contact the Job Resource Center, S202, extension 5737.

COMPENSATION/PAYROLL PROCEDURES

1. The current student employee wage rate for all student employees is \$8.25 an hour.
2. A student employee is a temporary, part-time employee and, as such, is ineligible for any fringe benefits except Worker's Compensation. The college is required by law to deduct Medicare contributions from all student employee wages.
3. A student employee is to be assigned work within the context of the job for which they are hired, and paid from the budget code(s) included in his or her paperwork. In the event that a student will be paid out of more than one budget, all budget codes should be included on hiring forms.
4. **Per Human Resource policy:** The student employee should track hours worked and remaining to be worked on a weekly basis and may not work more than the hours allotted per week. Timesheets are approved, signed, and submitted by the student's supervisor. Falsification of time entered on your timesheet may result in immediate termination from employment.

It is the responsibility of supervisors to report their hourly employees', including student employees, hours worked to the Payroll office by the timesheet cut-off date each pay period. The following outlines how paychecks will be handled when timesheets are not submitted in a timely manner by either the employee or the supervisor:

It is the responsibility of employees to submit their hours worked to their supervisors. If an employee fails to submit hours worked for a pay period to his/her supervisor, it is the supervisor's responsibility to remind the employee in writing to submit his/her time.

If the employee still fails to submit his/her hours worked for a pay period after being reminded by the supervisor, the employee must wait to receive a paycheck until the next scheduled payroll date.

If the supervisor fails to submit an employee's hours worked for a pay period and failed to remind the employee to report his/her time:

- a. The appropriate Vice President will notify Payroll and request a check for the employee,
- b. The employee will be cut a special A/P check and a double deduction will be taken out of the next regularly scheduled paycheck , and;
- c. The supervisor will be held accountable and subject to discipline by the his/her Vice President

Please note that the Payroll office is always available to assist supervisors with the timesheet process. If a payroll timesheet deadline is missed, the Payroll office may still be able to manually add an employee's hours.

5. Work-Study Time Sheets, available from the Financial Aid Office, must be completed by the supervisor and forwarded to the Division Head for approval. Supervisors must also keep internal time sheets indicating sign-in and sign-out times for the student employee. This record is necessary for government audits.
6. No student will be allowed to work more than eight hours in one working day. During an eight-hour period, a student employee is entitled to one 30 minute, unpaid lunch break. During a four-hour period, a student employee is entitled to a 15 minute break.
7. If credit hour or GPA is not up to student employment requirements, the student will be removed from the work-study program. If extenuating circumstances surround a student's employment, please contact the Job Resource Center Director for further discussion. The Job Resource Center audits student employees' credit hours periodically throughout the semester.
8. A student employee who is in violation of Moraine Valley Community College Code of Student Conduct and Human Resources Procedures may be terminated and removed from payroll.
9. A student having an extended illness or physical reason preventing them from working should notify their supervisor as soon as possible. If the supervisor is uncertain about how to handle this situation, s/he should contact the Job Resource Center Director, extension 5435, for assistance.

NEPOTISM POLICY

Students Employees should not work in the same office area and/or be supervised by a family member who is employed at Moraine Valley Community College.

It is the policy of the college to prohibit the hiring of any applicant who would be supervised by a member of the applicant's immediate family or who would supervise a member of the applicant's immediate family. Additionally, related employees shall not be employed in the same department.

This applies to any family member, which includes, spouse, child, father, father-in-law, mother, mother-in-law, foster parents, stepparents, stepchildren, grandparents, grandchildren, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, domestic partner or any other person who occupies such position in the family or a person living in the same household.

If an employee becomes a member of another employee's immediate family during the course of their employment at the college, the college reserves the right to review the situation on a case-by-case basis and make job reassignments as practical.

The President may, at his/her discretion, determine that an exception needs to be made to these conditions on a case-by-case basis based upon unique technical/professional qualifications and business necessity. The President, at his/her sole discretion, may recommend to the Board of Trustees an applicant for employment as an exception to any and all conditions contained within this policy.

Any employee who has reason to believe a violation of this policy has occurred has the responsibility to notify the Job Resource Center and the Vice President of Administrative Services, Director of Human Resources, or Internal Auditor

EQUAL EMPLOYMENT OPPORTUNITY

Board Policy #7242

Moraine Valley Community College is committed to a policy of according no preference to persons on the basis of race, color, age, sex, creed, ethnic origin and/or disability. This commitment applies in all areas to students and college personnel as well as to relevant aspects concerning the choice of contractors and suppliers of goods and services and to the use of college facilities.

More specifically, in its employment practices, Moraine Valley Community College continually seeks to employ and promote the best-qualified individuals while endorsing the principles of Affirmative Action, including all federal and state laws regarding equal employment opportunity.

Title IX of the Education Amendments of 1972 prohibits MORaine VALLEY COMMUNITY COLLEGE from discriminating on the basis of sex in any educational program or activity it operates. MORaine VALLEY COMMUNITY COLLEGE does not discriminate on the basis of sex in admissions, employment, or in the operation of any educational program or activity.

Any inquires concerning the college's obligation under Title IX should be directed to the college's Title IX compliance officer.

Sections 503 and 504 of the Rehabilitation Act of 1973, and Title II and III of the Americans with Disabilities Act, prohibit discrimination on the basis of disability. MORaine VALLEY COMMUNITY COLLEGE does not discriminate on the basis of disability in recruitment and employment of faculty and staff, and the operation of any of its programs as specified for federal laws and regulations.

AMERICANS WITH DISABILITIES ACT

Board Policy #7290

The federal Americans with Disabilities Act (ADA) prohibit a local government from discriminating against a qualified individual with a disability in its services, programs and activities. However, if any person believes he or she has been denied access to a college service, program or activity because of his or her disability, the person may file a written complaint with the Vice President of Administration Services and College Facilities within thirty (30) days of the alleged violation of the ADA. Complaints should set forth the date(s) the alleged violation of the ADA occurred, the name of the person or department involved in the

alleged violation, the service, activity or program that is the basis of the complaint and all facts and circumstances surrounding the alleged violation of the ADA. Complaints should be directed to:

Andrew Duren
Vice President, Administration Services and College Facilities
Moraine Valley Community College
9000 College Parkway
Palos Hills, IL 60465
708/974-5203

The Vice President shall investigate the matter and respond to the complaint within thirty (30) days of receipt of the complaint. The Vice President shall make every attempt to provide a prompt and equitable resolution of the complaint.

HARASSMENT PROHIBITION

Board Policy #7242.2

Harassment directed at a particular individual or group because of race, color, religion, national origin, sex or age is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission regulations. Therefore, it constitutes a violation of college policy for any employee/student to engage in any of the acts of behavior defined as harassment. The college will take corrective action where an employee is determined to have violated this policy. Such action will include a range of disciplinary measures, up to and including discharge.

Definition of Harassment Physical or verbal behavior that contributes to a hostile, offensive or intimidating environment when such behavior is directed at a particular individual or group because of race, color, religion, national origin, age, sex or disability. Examples of behavior that might constitute harassment include:

- a) verbal behavior – suggestive comments about a person’s religious or ethnic activities; “humor” or “jokes” about a protected group; direct or indirect threats linked to an individual’s membership in a protected group
- b) non verbal behavior – suggestive or insulting sounds; threatening gestures
- c) physical behavior – touching, pinching, battery

SEXUAL HARASSMENT PROHIBITION

Board Policy #7242.1

Sexual harassment is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission regulations. Therefore, it constitutes a violation of college policy for any employee to engage in any of the acts of behavior defined as sexual harassment. The college will take corrective action where an employee is determined to have violated this policy. Such action will include a range of disciplinary measures, up to and including, discharge.

Definition of Sexual Harassment Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, where such conduct: is made explicitly or implicitly a term or condition of employment; is used as a basis for employment decisions; or has the purpose or effect of interfering with an individual’s work performance or creating an otherwise offensive working environment.

RESOLUTION OF BOTH HARASSMENT AND SEXUAL HARASSMENT COMPLAINTS Any employee who has reason to believe that they have been subjected to said harassment/sexual harassment should contact the Vice President of Administrative Services & College Facilities or the Director of Human Resources as soon as possible so that appropriate action may be taken. A written complaint procedure, available from either the Job Resource Center (S202) or Human Resources (L167), may be used as an alternative channel.

CODE OF STUDENT CONDUCT

The Moraine Valley Community College mission is to educate the whole person according to a philosophy which values the physical, social, intellectual, emotional, and ethical dimensions, and recognizes our responsibilities to one another and to the world we share. Consistent with this mission is an expectation that students will govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. The college recognizes a student's right within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of an education; and to the reasonable use of services and facilities of the college.

The **Code of Student Conduct** has been established to control action going beyond the exercise of such rights, to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at Moraine Valley.

This code reasonably limits some activities and prohibits certain behavior, which could interfere with the orderly operation of the college and the pursuit of its goals. Each student is responsible for knowledge of and compliance with this **Code of Student Conduct**, which is available through the Student Life Office, from the assistant dean of the Office of Code of Conduct (U115), from the Vice President of Student Development (D201), or from the Moraine Valley Community College Police Department (Building P). The college further recognizes each student's right to procedural due process, including notice, a speedy and fair hearing, and appeal. Any student cited for violation of the **Code of Student Conduct** will:

1. Receive notice of the alleged violation. The notice will include:
 - a) specific code violations; and
 - b) reference to the process and rights of students as indicated in the **Code of Student Conduct**.
2. Have a hearing conducted by the judicial body and/or the judicial advisor.
3. If necessary, appeal the decision to the Appeals Committee.

Students wishing to discuss the alleged violation before the hearing occurs should contact the Assistant Dean of the Office of Code of Conduct.

Adopted: January 1, 1994

Revised: August 2006

A fully detailed report of the Code of Student Conduct can be found at www.morainevalley.edu/studentlife/judicial/code.html.