

DES MOINES AREA COMMUNITY COLLEGE  
EDUCATIONAL SERVICES PROCEDURES

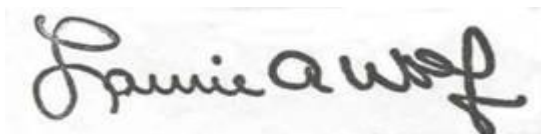
Subject: STUDENT RIGHTS, APPEALS AND FERPA  
Procedure: Advisors for Students in Academic or Disciplinary Hearings  
Effective Date: May 1, 2006  
Procedure Number: ES 4625

I. Institutional Regulations

The Board of Directors of DMACC confers upon the staff the power to invoke sanctions and promulgate rules to protect the educational processes and the rights of individual students and staff.

II. Procedure

- A. Students who have been charged with violations of the academic or disciplinary policies may have up to two advisors (including legal counsel) present during a hearing. The student must sign an authorization for release of information form giving the advisor(s) permission to hear the testimony and have access to written documentation discussed at the hearing which is normally a confidential part of the student's educational record.
- B. Des Moines Area Community College will make this procedure available to advisor(s) of students charged with violations of the academic or disciplinary procedures of the college so that the roles and purposes of these proceedings will be clear to all participants.
- C. The hearings conducted by the College Review Board and College Judicial Hearing Board are not quasi-judicial proceedings. Therefore, advisor(s) may be present (at the student's expense) to advise the student, but may not actively participate by questioning witnesses, cross-examining witnesses or other participants, or formally addressing the hearing board. The role of the advisor(s) is to advise the student, and assist the student in performing such questioning. The chairperson of the College Review Board or College Judicial Hearing Board will determine whether offered evidence is admissible.
- D. Students who are involved in these hearings are provided with the complete policy and procedure statement of the college and should provide their advisor(s) with this information. An Advisor or Counselor is available on each campus for additional assistance.



APPROVED:

Executive Dean, Student Services

05/01/06

Date



Executive Vice President, Academic Affairs

05/01/06

Date