

TO: BOARD OF TRUSTEES

FROM: SUPERINTENDENT/PRESIDENT

COMMUNICATION NO. 214-2009/10-SSV  
Prepared by the Vice President-Student Services  
For Presentation to the Board of Trustees  
June 14, 2010

SUBJECT: APPROVAL OF STUDENT COURT

A. BACKGROUND

The establishment of a student court, approved by the Associated Students Organization, was presented as an Informative Report at the May 2010 Board meeting and is now being submitted approval – Attachment A.

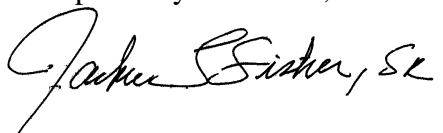
B. BUDGET IMPLICATION

None

C. RECOMMENDATION

The Board of Trustees approves the creation of a Student Court.

Respectfully submitted,



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Superintendent/President

Prepared By:



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Assistant Superintendent/  
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## **Antelope Valley College Student Court**

**Purpose** – To hear cases in which students are involved that are offenses of the Student Code of Conduct or other college policies that will not result in the student being dismissed from AVC. These cases are most likely a result of a student allegedly violating the smoking policy, litter policy or any other policy that the Student Cadets, Campus Police, Sheriffs, or Vice President of Student Services refers to the Student Court.

**Authority** – The Student Court (hereafter referred to as the “Court”) has the authority to hear cases under the authority given to AVC Administration by the Board of Trustees. The process will work through the Dean of Student Development and Services in conjunction with the Associated Student Organization.

**Process** – Students who are cited for violating an AVC policy and are referred to the Court will have the right to either to appear in person or submit a written appeal of their case. Failure to do either one within 30 days will result in an automatic fine of \$20, which will be applied to the student account. The money will be used to offset the administrative costs of the Court and/or used for the students at the discretion of the Dean of Student Development and Services.

Hearing panels will be held by students who serve on the Court and their decisions are final. Three students are needed to create a hearing panel. Hearing panels will review in-person and written appeals.

Students who chose to appear in person will have 10 minutes to present their case(s) to the hearing panel. They can present any evidence that is relevant, but there is a strict 10-minute limit per case. At that time, the hearing panel will consider whatever evidence is received and make a decision.

If the Court finds the student is in violation, the following decisions can be made:

- Fines – as low as \$10 and as high as \$200 depending on the severity of the situation and how many times the student has come before the Court for the same offense
- On-campus Community Service – as low as 5 and as high as 80 hours – the amount will be determined based on the severity of the situation and how many times the student has come before the Court for the same offense
- Other appropriate actions – such as apologies, projects to correct the situation on campus, help with health fairs, etc.

Once a decision is made, an email will be sent to the student outlining the Court’s decision. This information will be sent to the Vice President of Student Services Office for his/her information and will be kept on file in the Student Development and College Activities Office. If found to be in violation, the student will be responsible for following through on the decision of the Student Court within 30 days. It must be completed prior to the end of the semester in which the violation occurred and/or prior to the next registration cycle or a hold will placed on the student’s records.

The Court will meet weekly to hear cases and will review all written appeals and make decisions. Additionally, students who want to appear in person to appeal their case can do so as well.

**Student Court Members** – There will be six (6) student members, but only three members are required to hear any case.

Members of the Student Court are selected in a variety of ways:

- One is elected by the student body at large during the ASO Elections (or appointed by the ASO President) if the position is not filled by the spring election.
- One is appointed by the ASO President
- One is selected by the ICC representatives
- One is selected by the Honor Faculty Coordinator
- One is selected by the SOAR staff
- One is appointed by the Dean of Student Development and Services

If a vacancy occurs in any of these positions, it will be filled immediately so that there are six members at all times. If the vacancy is not filled within two weeks, the Dean of Student Development and Services will appoint someone so as not to hold up the process for the students.

At the first meeting after grades become available following the Spring semester, the committee will meet for training. At that time, they will select a Chief Student Justice who will serve as the lead justice for the year. The role of the Chief Student Justice is to keep track of cases, conduct follow-up with students, schedule and conduct the appeal meeting, communicate with the Dean of Student Development and Services or designee, send out the letters, etc. If the Chief Student Justice fails to fulfill the above duties, the Dean of Student Development and Services or designee can remove the Chief Student Justice and appoint another.

Each Student Court member shall serve for one (1) year. Student Court members may be elected/reappointed for only one additional year.

Updated: 1/21/2010

Approved by The Associated Student Organization on January 22, 2010