



# Kettering COLLEGE

## Citizenship Committee

Name:	Citizenship Committee
Purpose:	The Citizenship Committee is responsible for reviewing non-academic appeals related to violations of institutional policies, specifically those concerning the Student Code of Conduct. The committee examines instances of alleged misconduct, provides formal written notice of the charges, and recommends appropriate sanctions when necessary. Through a fair and impartial hearing process, the committee determines whether a student's behavior has breached the Student Conduct Code and, if so, determines the appropriate course of action.
Status:	Active
Membership:	<ul style="list-style-type: none"> <li>• Ben Hotelling (Chair) <ul style="list-style-type: none"> <li>○ Associate Dean of Student Success &amp; Dean of Students</li> </ul> </li> <li>• Samantha Fullen <ul style="list-style-type: none"> <li>○ Faculty Member</li> </ul> </li> <li>• Judith Mendoza <ul style="list-style-type: none"> <li>○ Housing Director</li> </ul> </li> <li>• Janice Cosme <ul style="list-style-type: none"> <li>○ Admissions Representative</li> </ul> </li> <li>• Archie Jones <ul style="list-style-type: none"> <li>○ KHMC Human Resources Manager</li> </ul> </li> </ul>
Appointment:	By position
Term:	As long as personnel is in defined role
Chair:	Associate Dean of Student Success & Dean of Students
Meeting Frequency:	As Needed
Minutes:	Recorded and distributed by a voted member
Input From:	Executive Council, Administrative Council, College Council
Reports To:	Executive Council
To Act:	<p><b>Conducting Potential Hearings:</b> The Citizenship Committee will meet with the accused student to discuss the alleged misconduct and formally present written notice of the charges. Prior to this, the committee will convene to review the case details and ensure a thorough understanding of the incident.</p> <p><b>Considering the Student's Record:</b> The committee has the authority to review the student's full conduct record to provide context and assess any patterns of behavior that may influence the case.</p> <p><b>Recommending Sanctions:</b> Based on the findings, the committee may recommend appropriate sanctions to the Office of the Vice President and Dean of Student Affairs.</p> <p><b>Providing Outcomes:</b> The committee will offer outcomes aimed at educating students about the impact of their actions, fostering personal growth, and promoting a deeper understanding of community expectations.</p>
To Recommend:	<p><b>Revisions to Institutional Policies and Procedures:</b> The committee may propose updates or changes to the institutional Student Code of Conduct, ensuring that policies and procedures remain relevant, fair, and effective.</p> <p><b>Adjustments to Student Discipline and Outcomes:</b> The committee may recommend institutional changes to disciplinary measures and the outcomes applied to students, with the goal of fostering a fair and constructive approach to student development and accountability.</p>



Committee Procedures:	<ol style="list-style-type: none"><li>1. Keep official, committee-approved minutes and archive them electronically per college policy.</li><li>2. Review committee charter annually</li></ol>
Date of Origin:	08/1/2023
Last Reviewed:	08/01/2024
Replaces:	
Approved By:	Dean of Student Success
Effective Date:	08/01/2023