



SOCIETA' DANTE ALIGHIERI
UN MONDO IN ITALIANO
Comitato di Siena

Procedures for Dismissal

Students, faculty and staff are invited to make reference to the Case Flow Chart.

If there is a case against a student that requires immediate dismissal, or if a student has committed a lesser violation a preponderance of evidence must always support the case. Therefore, faculty/staff should collect all information related to the situation for review and consultation.

DA Siena faculty/staff should deal with any disciplinary or behavioral problems immediately before letting the problem affect the atmosphere and morale of the entire group.

Faculty/staff should contact the SACC (Student Affairs Conduct Committee) to make a record of the incident and the following steps should be taken:

- 1) Oral warning – The Director should discuss the problem individually with the student or students. The student/s will be required to sign a document stating that he/she has been given an oral warning. If the behavior persists after the oral warning step two must be followed.
- 2) Written warning from SACC – student will receive an official letter stating that his/her behavior has violated the Standards of Conduct of DA Siena. The written warning serves as a notification the student that further misconduct could result in additional disciplinary action. SACC will put into writing the expected change and the consequences if the behavior does not change and both SACC and the student should sign the paper. Should the student's inappropriate behavior persist, step three must be followed.
- 3) Probation – student/s will be put on probation for a specific length of time. If problem persists step four should be followed.
- 4) Dismissal from the program. Letters of dismissal are written by Director of Academic Affairs in consultation with the SACC. If the incident was housing related the student must also vacate program-arranged housing within 24-48 hours.



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