

# MARION MILITARY INSTITUTE



**2019-2020**

**DISMISSAL PROCEDURES**

## Dismissal Procedures

Step 1: The Commandant of Cadets or his representative will read the charges (DO) to the Cadet.

Step 2: The Cadet will decide if they desire to have an evidentiary hearing or waive the hearing and proceed directly to the determination of the Commandant.

Step 3: Should the Cadet request an evidentiary hearing they will be **given no less than 48 hours from the time the charges are read to prepare for the hearing. The Commandant will schedule the date and time of the hearing as soon after this period as is possible.**

Step 4: Evidentiary Hearing.

- The Cadet and the Institute will have the opportunity to call witnesses on their behalf. It is the responsibility of each party to coordinate with witnesses and ensure they are present and prepared at the time of the hearing.
- Cadets are allowed to have one representative with them in the hearing room. This can be an attorney, family member or friend. The Cadet can consult with the representative, however, the representative cannot directly participate in the hearing (ask questions, make statements etc.)
- Cadets may call their witnesses and cross examine any witnesses called by the Institute. The Institute will inform the Cadet of those witnesses it plans to call in person. In some cases, the Commandant of Cadets may rely on witness statements. In this case it will be the responsibility of the Cadet to call for all witnesses they wish to cross examine in person.
- At the conclusion of the hearing, the Commandant of Cadets will make the final decision concerning the penalty.

Step 5: If the Cadet wishes to appeal the decision to the President they may request it at that time. **The President will set a date and time for the appeal at his earliest convenience.** The appeal can be done in person or by telephone. The out-processing procedure will be suspended until the appeal is final, however the Cadet will be required to depart campus until the appeal is heard.

Step 6: If the decision is to dismiss or expel the Cadet, the appeal to the President is automatic. The Cadet may decide to participate or not. If the Cadet chooses not

to participate in the appeal, they will be immediately out-processed and depart campus. If they do participate in the appeal, the out-processing will be suspended until the appeal is final, however, the cadet will be required to depart and remain off campus until the appeal is heard.

Step 7: Appeal to the President.

- Not a new hearing. The appeal is not a new hearing, and new evidence is not presented in the appeal. The President will be given all evidence which has led to the appeal, and the Cadet may give an argument as to why the Commandant's decision should be overturned based on this evidence.
- No Representative. The appeal is just between the Cadet and the President. The Cadet will not be allowed to have a representative present.
- No appeal. The President's ruling is final, there is no further appeal. The President will document the final decision in a letter to the Cadet. This letter will also be placed in the Cadet's school record.

Step 8: Potential Readmission. In certain cases, the Commandant or President may determine that a Cadet be given a second chance to redeem themselves. In this case, the President's letter will include certain conditions for readmission which will have to be met for the Cadet to return to MMI in a later academic semester or year.

Step 9: Scholarships. Upon in-processing, Cadets agree to abide by MMI policies, rules and standards of conduct. They acknowledge that should they be dismissed or expelled from MMI that they will forfeit any scholarships/aid they may have been given. In this case such credits will be removed from their school account and a bill sent to the Cadet. Failure to fully satisfy their account will lead to the Institute putting a hold on their transcripts which will prevent them from transferring credits or submitting them in applications to other schools or potential employers.