

# Due Process for Violation of the Student Code of Conduct

## *Complaint Procedure*

The purpose of this complaint procedure is to provide a mechanism for resolving complaints against a student for violation of the Student Code of Conduct, **except for complaints about violence and/or harassment.**

## *Complaint Procedure/Filing a report*

1. College faculty and staff will use the electronic system to file an official report when a violation of the Student Code of Conduct is alleged.
  - *Reports of an emergency nature are made directly to Campus Security or by contacting 9-1-1.*
2. Students may file an official report with Campus Security, a Violence/Harassment Officer, the Director of Student Relations, or in the office of the Vice President for Student Services.

## *Investigation Procedure*

1. The complainant will be interviewed regarding the allegations.
2. The accused student will be notified of the complaint within 10 working days of when the complaint was filed.
3. The Vice President for Student Services, or designee, will interview the accused student and any witnesses to the complaint and pursue an informal resolution which will be communicated to the involved students within 20 days of when the accused student was notified of the complaint.
4. The Vice President for Student Services may initiate formal charges if it appears that a violation of the Student Code of Conduct did occur, regardless of whether an informal resolution was reached.

## *Charge Procedure*

A written notice of charges shall be sent to the student who is charged with a violation of Student Code of Conduct. The notice will be sent by certified U.S. Mail addressed to the student at his/her resident as it appears on college records, and will contain the following:

- The alleged violation of the Student Code of Conduct.
- State the sanction(s) imposed including an applicable time frame for the sanction(s).
- Advise the student of his/her right to a Judicial Board hearing with a copy of the hearing procedure sent with the notice.