

# Conduct Procedures

In order to provide an orderly protocol for handling student disciplinary cases in accordance with due process and justice, the following procedures are followed:

- Charges: Any administrative official, instructor, or student may file charges with the appropriate workforce continuing education program director/coordinator against any student or student organization for violations of college regulations.

The individual(s) initiating the action must specify, in writing, the following:

1. Name of the student(s) involved
2. The alleged violation of the specific code of conduct
3. The time, place, and date of the incident
4. Names of person(s) directly involved or witnesses to the infractions
5. Any action taken that related to the matter
6. Desired solution(s)

The completed charge form is forwarded directly to the program director/coordinator.