

Conduct Procedures

When a student is alleged to have violated any portion of the code of student conduct, the individual must report the incident to the dean of student services using the college's Conduct Report within five business days of the incident. The dean of student services or a designee will serve as the conduct officer for the conduct officer for the investigation.

However, if an instructor or college official who is considering reporting a student violation believes that the student poses an immediate threat to self or others, he/she should contact campus police.

The conduct officer will contact the reporting individual and/or witnesses for additional information, as appropriate.

Within seven (7) working days after the conduct report is submitted, the conduct officer will complete a preliminary investigation of the incident and schedule a meeting with the student in order to determine whether sanctions should be initiated. During the meeting, the conduct officer will advise the student of the allegation(s), explain the student conduct procedures, and clarify the student's rights and responsibilities. The conduct officer will ask the student for his/her perspective regarding the allegation. Following the initial meeting the conduct officer will take one of the following actions:

1. If there is no basis for the allegation or if it does not warrant disciplinary action, the conduct officer will dismiss the allegation.
2. If the conduct officer finds the student responsible, he/she will impose sanctions.
3. If the conduct officer obtains new information from the student, he/she can continue the investigation for an additional seven (7) working days.
4. If the student fails to appear, the conduct officer may find the student responsible and impose sanctions. The student will be notified of the sanction via the postal service. The student will be granted five business days to appeal the sanction.

An advocate of the student's choosing may attend the meeting with the conduct officer. The role of the advocate is to support the student. The advocate may only advise the student, not address the conduct officer. The advocate may be asked to leave if he/she does not adhere to these conditions. To avoid any conflict of interest, employees of the college cannot serve as an advocate.