



SUBJECT:	Student Affairs			
PROCEDURE:	300.1.1 Reporting a Student Conduct Violation			
RELATED POLICY:	300.1 Student Conduct			
EFFECTIVE:	March 2012	REVISED:	September 2024	REVIEWED:

Introduction and Purpose

In accordance with policy 300.1 Student Conduct Code, any individual may submit a Student Conduct Report for a suspected violation of the Student Conduct Code.

Procedure

Submitting a Student Conduct Report

The Student Conduct Report goes to the executive director of student services or the executive director of operations if the executive director of student services is unavailable. The executive director of student services or designee will review the form to determine first if the situation poses an immediate risk to the campus or an individual and take the necessary actions to ensure the campus and those on the campus are safe. Once the determination has been made that the campus and individual(s) are safe, the executive director of student services will determine if any of the following, a combination of the following, or all the following are required:

- immediate sanctions
- adherence to the four-campus policy on Discrimination, Harassment, or Retaliation
- a college behavioral assessment team (CBAT) meeting
- investigation by the executive director of student services

Immediate Sanctions

The executive director of student services or the designee may impose immediate restrictions upon a student pending the resolution of disciplinary proceedings if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury to or interference with person(s) or property. Immediate restrictions may include, but are not limited to, the following:

- limited access to college facilities or college property in general
- restriction of communication with named individuals or groups within the college community

In order to return to campus, an individual may need to participate in and provide documentation of a professional evaluation, intervention and/or treatment.

The executive director of student services or designee shall notify the student of the sanction(s) in writing using the student's preferred email account within 24 hours of the restriction being put in place and shall begin an investigation. See below for investigation procedures. The restrictions shall continue until the final determination is rendered.

Investigation by the Executive Director of Student Services

The student will be notified within 24 hours in writing via the student preferred email account that an investigation will occur.

Conduct Investigation

- A. An investigation will be conducted either by the executive director of student services or designee, and when an employee is also involved in the incident, the human resource manager. This investigation will be concluded within ten (10) days of the start of the investigation, unless there is good cause for delay.
- B. The investigator(s) will identify all policies that apply to the situation, all witnesses and other people to be interviewed to understand the matter fully.
- C. Both the complainant and respondent should be interviewed as part of the investigation and given the opportunity to review the notes from their own interviews for accuracy. Legal counselors or advisors, if present, are not allowed to directly question the investigator and must confine their comments to the client only.
- D. The investigator(s) will present the findings regarding any violation of policy or Student Conduct Code and recommendation to the appropriate supervisor and the CEO/Dean, when appropriate. The executive director of student services shall determine which sanctions, if any, will be imposed and send a copy of the decision and the sanction(s) to be imposed to the respondent and the complainant within five (5) business days of the conclusion of the investigation. Refer to policy 300.1, section 300.13 for a list of sanctions.
- E. The decision of the designated executive director of student services and the sanction(s) imposed, if any, may be appealed as outlined in procedure 300.1.2.

Violations of the Discrimination, Harassment, and Retaliation Policy

If the alleged offense violates the college's policy on discrimination, harassment, sexual misconduct, dating violence, domestic violence, and stalking policy, the following procedures **DO NOT APPLY** and Policy 301.1 will apply instead.

Assembly of the College Behavioral Assessment Team (CBAT)

If the executive director of student services determines that the CBAT should meet, the executive director of student services will call for a meeting within 24 hours of the decision. This team assesses risk and creates an action plan to support campus and individual safety. For more information on the team's role, refer to the CBAT handbook.

Related Manuals/Forms

Student Conduct Report