

STUDENT CODE OF CONDUCT COMPLAINT FORM

Any person may file a complaint with the Vice President for Student Affairs or his/her designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Student Affairs or his /her designee.

Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President

STUDENT CODE OF CONDUCT COMPLAINT PROCESS

Good Faith Resolution – The complainant should try to resolve the complaint on a good faith basis. The complainant has 3 business days from the date of the incident to resolve their complaint by meeting with the student to discuss the incident associated with the complaint. Parties that may need to be brought into this “good faith” process are faculty, division chairs, deans, and security personnel.

1. Within five business days after the Student Code of Conduct Complaint Form (the “Complaint”) is filed, the Vice President for Student Affairs or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or his/her designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
2. The student shall have 5 business days from the date contacted by the Vice President for Student Affairs or his/her designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or his/her designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or his/her designee will consider the available evidence without student input and make a determination
3. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student’s disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
4. If the Vice President for Student Affairs or his/her designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

(Reference: Student Handbook: *The Student Conduct Code and/or Student Disciplinary Policy and Procedures*)

Date _____

Student Name _____ Student ID# _____

Telephone (____) _____ - _____ Email _____

Program _____ Division _____

Cite Rules and Regulations Code Violation(s): _____, _____, _____, _____

Explanation of Complaint: _____

Witness (es): _____

Have you discussed the specific behaviors that are said to be in violation of the Student Code of Conduct? Yes No

Have you attempted to resolve the issue informally? Yes No If no, why not? _____

If yes, were those efforts successful? Yes No If yes, please describe the resolution. If no, please describe your efforts.

Name: _____ Telephone: _____

Signature: _____ Email: _____