SCAN **REPORTING PORTAL** *(click here or scan)* ***See note at the bottom of this page.***

Roadmap to Due Process:

The Educational Review Process

For Alleged Violations of the **Behavioral Integrity Standards** of the Student Code of Conduct

STUDENT CODE OF CONDUCT *(click here or scan)* SCAN

1 RECOGNIZE AND REPORT A CONCERN

- **Behavioral Integrity** concerns are reported through the established College reporting process.
- The report should be completed as promptly as possible while details are clear.
- The report documents concerns; it does not determine responsibility or outcomes.
- Alleged violations of criminal or civil law should be reported immediately to the appropriate College administrative office and authorities.

2 SUBMIT REPORT TO OFFICE OF STUDENT CARE & INTEGRITY (OSCI) SENIOR DIRECTOR (SR. DIR.)

Reporters of the alleged violation(s) should:

- Focus on **observable facts**
- Include dates, locations, and known witnesses
- Avoid conclusions or assumptions

This allows for a neutral, fair review.

3 INITIAL REVIEW BY OSCI SR. DIR. & STUDENT NOTIFIED IF NEEDED

The allegation is **dismissed** as unfounded or outside the conduct process, **OR:**

- It's decided that a **Resolution Pathway** is needed (typically within **five working days**)
  - This initial review ensures that only appropriate matters proceed through the educational conduct review process.
- The Sr. Director of the OSCI notifies the student.

4 STUDENT CHOOSES 1 RESOLUTION PATHWAY FROM 3 OPTIONS:

Option 1: Administrative Integrity Meeting with the OSCI Sr. Dir. or other designee

- This option is more informal. It focuses on education, accountability, and timely resolution.
- If the student is found responsible, sanctions may be recommended or imposed.
- The student retains the right to appeal.

Option 2: Integrity Council (IC) Hearing

- The IC reviews information presented during a formal hearing.
- The student may present information and respond to the allegations.
- The IC determines whether the student is responsible for the alleged violation(s) and recommends sanctions if responsibility is found.
- The student retains the right to appeal.

Option 3: Administrative Disposition

The student consents to sign a statement that:

1) waives their right to: the educational review process **and to** appeal;
2) acknowledges their understanding: of the alleged violation(s);
3) says they: are responsible and accept sanctions.

5 STUDENT CAN BE HEARD

If the allegation(s) was not dismissed at stage 3, the student is given the opportunity to:

- Understand the allegation(s)
- Share their perspective
- Ask questions about the educational conduct review process and their options

Then, the Sr. Dir. of the OSCI or other designee may:

- Dismiss the allegation(s), or
- Proceed with the educational review process and impose sanctions.

6 OUTCOMES AND SANCTIONS

Depending on the resolution pathway chosen:

- Allegations may be dismissed
- A student may be found responsible, with **sanctions recommended or imposed**
- Sanctions are designed to be **educational, corrective, and proportional**

Regardless of the resolution pathway chosen:

- The pathways emphasize fairness and due process and allow the student to present information and respond to the allegation
- **Faculty and staff are not responsible for determining responsibility or sanctions**
- The process is confidential to the extent permitted by policy

7 APPEALS

If a student is found responsible for the alleged violation(s), the student may submit an appeal within five (5) working days to the appropriate senior administrator ***on limited grounds:***

- **Substantial Procedural Error:** A significant deviation from established procedures that may have impacted the outcome.
- **Disproportionate Sanction:** The sanction imposed is substantially inconsistent with the nature of the violation or established guidelines.
- **New Evidence:** Relevant information not available at the time of the original decision that could reasonably affect the outcome.
  - If the appeal is accepted, the case or sanctions may be reviewed or modified
  - If the appeal is not accepted, the original sanctions remain in effect

8 FINAL LETTER

Student Integrity sends the student a Final Letter, providing the student notice of the final disciplinary action.

NOTE: Except for Stages #1 and #5, this Educational Review Process takes place within the case management system, Advocate.

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Honesty · Trust · Fairness · Respect · Responsibility

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Text Only

The Roadmap to Due Process For Alleged Violations of Behavioral Integrity Standards of the Student Code of Conduct.
Click here for the Student Code of Conduct.
There are eight stages of due process listed and described as follows.

Stage 1. Recognize and report a concern:
Behavioral Integrity concerns are reported through the established College reporting process.
The report should be completed as promptly as possible while details are clear.
The report documents concerns; it does not determine responsibility or outcomes.
Alleged violations of criminal or civil law should be reported immediately to the appropriate College administrative office and authorities.

Stage 2. Submit report to Office of Student Care & Integrity (OSCI) Senior Director (Sr. Dir.) via email or in-person:
Reporters of the alleged violation(s) should: Focus on observable facts, include dates, locations, and known witnesses, avoid conclusions or assumptions. This allows for a neutral, fair review.

Stage 3. Initial review by OSCI Sr. Director & student notified if needed:
The allegation is dismissed as unfounded or outside the conduct process, OR: It's decided that an Administrative Integrity Meeting is needed (typically within five working days). This initial review ensures that only appropriate matters proceed through the educational conduct review process. The Sr. Director of the OSCI notifies the student.

Stage 4. Student Chooses 1 Resolution Pathway From 3 Options:
Option 1: Administrative Integrity Meeting with the Sr. Director of the OSCI or other designee:
This option is more informal. It focuses on education, accountability, and timely resolution. If the student is found responsible, sanctions may be recommended or imposed. The student retains the right to appeal.
Option 2: Integrity Council (IC) Hearing:
The IC reviews information presented during a formal hearing. The student may present information and respond to the allegations. The IC determines whether the student is responsible for an alleged violation(s) and recommends sanctions if responsibility is found. The student retains the right to appeal.
Option 3: Administrative Disposition:
The student consents to sign a statement that: 1. waives their right to: the educational review process and to appeal; 2. acknowledges their understanding: of the alleged violations; and 3. says they: are responsible and accept sanctions.

Stage 5. Student Can Be Heard
If the allegation(s) was not dismissed at stage 3, the student is given the opportunity to: Understand the allegation(s), Share their perspective, Ask questions about the educational conduct review process and their options. Then, the Sr. Director of the OSCI or other designee may: Dismiss the allegation, or Proceed with the educational review process and impose sanctions.

Stage 6. Outcomes and Sanctions:
Depending on the resolution pathway chosen: Allegations may be dismissed, A student may be found responsible, with sanctions recommended or imposed. Sanctions are designed to be educational, corrective, and proportional. Regardless of the resolution pathway chosen: The pathways emphasize fairness and due process and allow the student to present information and respond to the allegation. Faculty and staff are not responsible for determining responsibility or sanctions. The process is confidential to the extent permitted by policy.

Stage 7. Appeals:
If a student is found responsible for the alleged violation(s), the student may submit an appeal within five (5) working days to the appropriate senior administrator on limited grounds:
Substantial Procedural Error: A significant deviation from established procedures that may have impacted the outcome.
Disproportionate Sanction: The sanction imposed is substantially inconsistent with the nature of the violation or established guidelines.
New Evidence: Relevant information not available at the time of the original decision that could reasonably affect the outcome.
If the appeal is accepted, the case or sanctions may be reviewed or modified
If the appeal is not accepted, the original sanctions remain in effect

Stage 8. Final letter:
Student Integrity sends the student a Final Letter, providing the student notice of the final disciplinary action.

NOTE: Except for Stages 1 and 5, this Educational Review Process takes place within the case management system, Advocate.