

# WHAT IS THE STUDENT CONDUCT PROCESS?

## INCIDENT REPORT IS RECEIVED

An incident report is submitted to the Office of Student Life (OSL) by faculty, staff or community member that indicates a possible violation of the Standards of Student Conduct. The incident report is reviewed and the Student Conduct Process begins in accordance with [AP5520](#).

Click here to file a [General Incident Report](#) or an [Academic Violation](#)

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## STUDENT NOTIFICATION

The OSL will send the responding party an email that includes:

- Description of incident.
- Alleged violation(s) of the Standards of Student Conduct.
- Meeting date and time, or deadline to schedule a meeting to discuss incident.
- A copy of the student conduct process flowchart.

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## INVESTIGATION

An investigator will meet with the responding party and any other involved parties. The meeting will:

- Review the Standards of Student Conduct and the Student Conduct Process.
- Provide the responding party the opportunity to state their side of the story and present additional information/evidence.
- Discuss the reported incident, supporting evidence and alleged violation(s).
- Provide the responding party with any referrals to student support services, if needed.

*\*If the responding party fails to meet after three attempts, there will be a discipline hold placed on their account until we can finalize our meeting.*

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## FINAL DETERMINATION

The findings from the final investigation will be forwarded to the OSL.

The OSL will review the information from the initial incident report, notes/comments from student conference and supporting evidence.

There will be a final determination if the responding party is found responsible for the violation of student conduct and if necessary will issue student sanction(s).

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## STUDENT APPEAL

Students have a right to appeal the issued student sanction(s), as outlined in [AP5520](#). Hearing members will review the evidence presented and submit sanction recommendations to the College President. The President will make the final/unappealable decision.

If you have any questions or concerns, please email [studentconduct@collegeofthedesert.edu](mailto:studentconduct@collegeofthedesert.edu)