

The Disciplinary Process

Step 1: Allegation is Made

An allegation of a violation of the Code of Student Conduct and Disciplinary Procedures (the Code) is made.

Allegations and evidence are submitted to Disciplinary Officer.

Step 2 : Disciplinary Officer Investigates

The Disciplinary Officer investigates, then either

decides there is no need to proceed. The matter is closed.

or decides that further action is required and invites student to a Disciplinary Interview and notifies the Dean of Students.

Step 3 : Disciplinary Officer's Decision

The Disciplinary Officer explains the purpose of interview, invites the student to present his/her interpretation of event and decides whether or not the allegation is founded.

If the Disciplinary Officer decides that the allegation is unfounded, the student is exonerated. The matter is closed.

If the Disciplinary Officer decides that the allegation is founded, sanction(s) are imposed.

The Disciplinary Officer sends the decision to both the student and the Dean of Students in writing.

Either the student accepts the decision and closes the matter, or

The student contests the finding and/or sanction. Within 7 days, the student must write to the Dean of Students to request a full hearing by the committee on Student Discipline.

Step 4 : Disciplinary committee Hearing

The Office of the Dean of Students arranges the hearing. The Dean of Students meets with the student. Evidence & witness lists are exchanged one week before hearing.

As a result of the hearing, The committee of Student Discipline determines whether the allegation is founded or unfounded. If they determine the allegation is founded, sanctions are applied.

Either the student and Disciplinary Officer both accept the decision and close the matter, or

The student or Disciplinary Officer contest the decision. The contester then appeals on specific grounds to the Dean of Students in writing within 14 days of the hearing.

The respondent then has 14 days to respond in writing to the contester's appeal.

Step 5 : Appeal Hearing

The Subcommittee of the Appeal committee considers the request for leave to appeal and either

denies leave to appeal (due to insufficient or unproven grounds). The matter is closed.

or the Subcommittee of the Appeal committee decides that the Appeal committee should re-hear the case in its entirety. The Appeal committee then re-hears the case and has all the powers of the original hearing committee. Parties have at least 14 days to prepare for the re-hearing. The Appeal committee's

decision at the conclusion of the re-hearing is final. The matter is closed.

or the Subcommittee of the Appeal committee grants the contesters' leave to appeal, on grounds stated. The appeal committee hearing is held, considering only information relevant to the appeal. The Appeal committee gives its final decision. The matter is closed.