

STUDENT CODE OF CONDUCT PROCESS FLOW CHART

INCIDENT REPORT IS RECEIVED

An incident report is submitted to the Director of Student Conduct and Complaint Resolution by College representative (e.g., Faculty, Staff, Public Safety, other campus entity). A confirmation email/communication will be sent out within 24 – 48 hours (i.e., excluding weekends) on receipt of the formal report. The incident is reviewed and the Student Conduct Process begins in accordance with MN Statute.* If appropriate, reporting parties will be notified of case outcomes within data privacy policies.

INVESTIGATION

- Gather evidence on submitted report.
- Determine next steps for case:
 - Case Closed, If complaint unwarranted
 - Care Team/BCRT Referral
 - Informal meeting or mediation with student(s) and parties involved
 - Complaint Valid-Move forward with Student Conduct Process

STUDENT NOTIFICATION

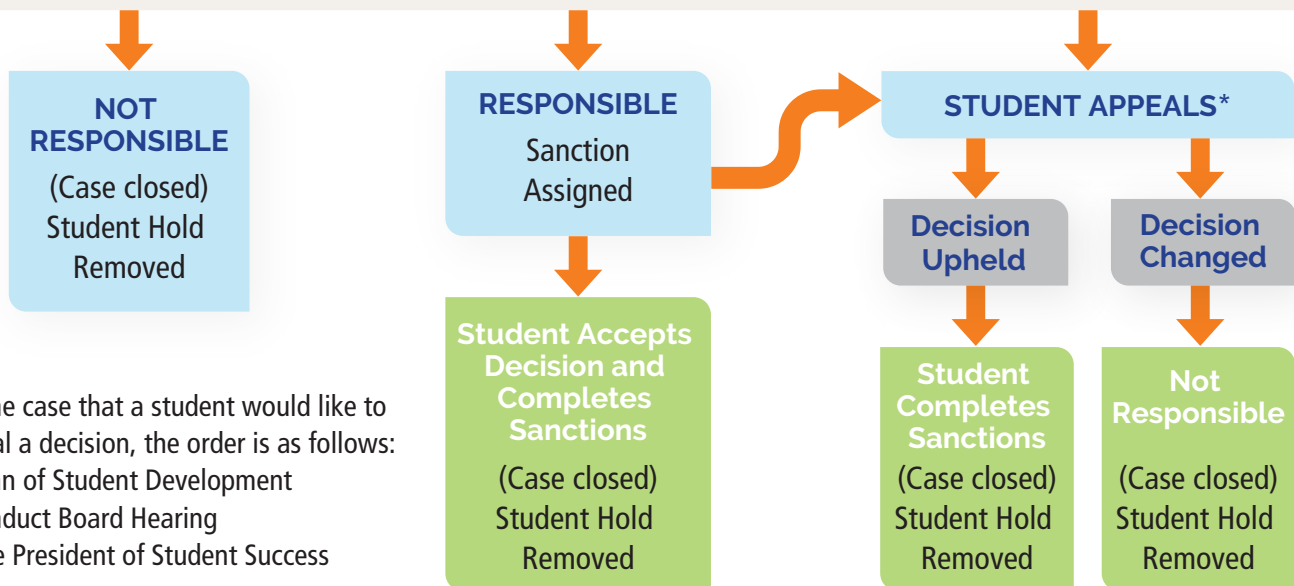
The Director of Student Conduct and Complaint Resolution sends the accused student a letter that includes:

- Description of incident.
- A hold will be placed on the students account.
- Alleged violation(s) of the Student Conduct Code.
- Meeting date and time, or deadline to schedule a meeting.
- A copy of the Student Conduct Code and where to find additional conduct information.

FORMAL HEARING

A meeting is held with the accused student. The meeting will:

- Acquaint the student with the Student Conduct Code and the Student Conduct Process.
- Provide the student the opportunity to state his/her side of the story and present additional information/evidence.
- Discuss the reported incident, supporting evidence, and alleged violation(s).
- Discuss possible outcomes and/or disciplinary sanctions.
- Sign Tennessean Agreement.



*In the case that a student would like to appeal a decision, the order is as follows:

- Dean of Student Development
- Conduct Board Hearing
- Vice President of Student Success