Student Conduct Process
Terra State Community College

Report Received
Report Submitted to Dean of Student Success

Preliminary Investigation
Dean of Student Success reviews report and evidence. May dismiss charges, may refer to Student Conduct Officer (Conduct Meeting/Informal Hearing), or may refer to Student Discipline Committee (Conduct Conference/Formal Hearing). Interim measures pending completion of conduct process (Article J-Exceptional Procedures) may be utilized.

Student Conduct Meeting/Informal Hearing
Student is sent letter with date, time, and location of meeting and charges. Student meets with hearing officer (College Dean or Student Conduct Officer). Process and Student Rights are explained. Student reviews reports and evidence. If responsible, a student may accept responsibility and sanctions and resolve the matter. Or the student may request a Student Conduct Conference with the Student Discipline Committee.

Case Resolved
Student accepts responsibility. Sanctions are discussed. Student waives right to Conduct Conference and Appeal. The case is resolved and student is notified in writing of the mutually agreed upon outcome.

Student Conduct Conference
Student does not accept responsibility and requests a Conduct Conference with the Student Discipline Committee. Dean of Student Success reviews process, rights, and evidence in meeting. Student is sent letter with charges, witnesses, date, time, and location of meeting. Student meets with Student Discipline Committee.

Case Resolved
Committee deliberates and decides if the student is responsible/not responsible for violation of the code of student conduct. Letter is sent to the student outlining findings, sanctions, and appeal process.

Student Conduct Conference/Formal Hearing
Student is referred directly to a Conduct Conference (Repeat Violations, Threat to Community, Suspension, Expulsion) with the Student Discipline Committee. Student meets with Dean of Student Success to review process, rights, and evidence prior to meeting. Student is sent letter with charges, witnesses, date, time, and location of meeting. Student meets with Student Discipline Committee.

Case Resolved
Committee deliberates and decides if the student is responsible/not responsible for violation of the code of student conduct. Letter is sent to the student outlining findings, sanctions, and appeal process.

Appeal
Student may appeal the findings and sanctions in accordance with Article I – Appeals, of the Student Code of Conduct.