

Process for Initiating Discipline for Violations of the Behavior Code

1. Notice: The faculty or staff member should contact the Dean of Student Discipline via telephone or email **the same day** that the violation(s) occurred to inform him or her that the student behavior code violation form has been completed and sent. If the student exhibits hostility, the faculty or staff member should contact Campus Police immediately at (909) 652-6911 (emergency).
2. Reporting: Immediately following the alleged violation, the faculty or staff member must:
 - a. Complete the Student Behavior Code Violation Form (which is on the Z drive at [Z:\Student Discipline\Public\Student Discipline Violation Forms and Procedures](#) and on the Student Services website).
 - b. Attach a precise and detailed statement regarding the circumstances involved.
 - c. Attach any additional documentation as appropriate.
 - d. When possible, the faculty or staff member should inform the student what sanction is being recommended in regards to his/her behavior code violation.
 - e. The faculty or staff member will then send the form to the Dean of Student Discipline.
 - f. Note: Students have the right to view all submitted documents pertaining to the violation.
3. Meeting: The Dean of Student Discipline will contact the student to conduct an investigation into the violation.
 - a. **For removals from class, the student will be contacted and scheduled to meet with the Dean of Student Discipline prior to the next class period or day the student is expected to attend.**
 - b. The student will have an opportunity to hear charges, provide his/her side of the story, and offer any mitigating factors. No additional process will be provided for removals from class other than this meeting.
 - c. If, after adequate notification, the student fails to appear at a meeting called by the dean or respond in writing, the dean may proceed as if the meeting had been held.
 - d. The meeting with the Dean of Student Discipline is not an evidentiary hearing.
 - e. With respect to recommendations for suspension or expulsion, the procedures regarding notice will apply as outlined in the Student Handbook.
4. Results of Meeting: The Dean of Student Discipline will implement the determined sanction and send a follow up letter to the student and faculty/staff initiator summarizing the meeting and sanction imposed.
 - a. For suspensions and expulsions, notice regarding the results of the meeting will be provided as outlined in the Student Handbook.
 - b. For discipline other than suspensions or expulsions, the notice regarding the results of the meeting will be provided within five (5) instructional days of the student meeting with the Dean of Student Discipline.
 - c. The student file in the Discipline Office will be updated accordingly.